



PB 2026-01-GAO

REBIDDING OF ONE (1) YEAR JANITORIAL, MAINTENANCE AND OTHER SERVICES INCLUDING SUPPLIES AND MATERIALS FOR THE OFFICE OF THE OMBUDSMAN

**Sixth Edition
July 2020**

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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



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*)
Brgy. Bagong Pag-asa, Diliman, Quezon City 1105

**INVITATION TO BID FOR
REBIDDING OF ONE (1) YEAR JANITORIAL, MAINTENANCE AND
OTHER SERVICES INCLUDING SUPPLIES AND MATERIALS FOR
THE OFFICE OF THE OMBUDSMAN**

1. The Office of the Ombudsman, through the General Appropriations Act for CY 2025 intends to apply the sum of **Forty-Seven Million Nine Hundred Eighty Thousand Nine Hundred Eleven Pesos and Fifty-Five Centavos (₱47,980,911.55)** being the Approved Budget for the Contract (ABC) to payments under the contract for *Rebidding of One (1) Year Janitorial, Maintenance and Other Services Including Supplies and Materials for the Office of the Ombudsman (PB 2026-01-GAO)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Office of the Ombudsman now invites bids for the above Procurement Project. Delivery of the goods and services is required for a period of one (1) year and shall commence within thirty (30) days upon receipt of the Notice to Proceed. Also, delivery of services shall be made in accordance with the terms specified in the Schedule of Requirements and Special Conditions of Contracts.
3. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a single contract that is similar to this Project, with an amount of at least fifty percent (50%) of the proposed project for bidding. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the Updated 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
5. Bidding is restricted to Filipino citizen/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. Interested bidders should be enrolled in the Electronic Filing and Payment System (eFPS) program of the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, RR 3-2005, and must be registered under the Philippine Government Electronic Procurement System (PhilGEPS).
6. Prospective Bidders may obtain further information from the **BAC-GAO Secretariat either personally, by calling the following numbers (02)8951-2301/(02)5317-8300 local 1250 and 1251, or by sending an email to bacgaosec@ombudsman.gov.ph**; and inspect the Bidding Documents posted at the Ombudsman and the PhilGEPS websites.
7. A complete set of Bidding Documents may be acquired/downloaded by interested Bidders from the websites of PhilGEPS and the Office of the Ombudsman starting **February 18, 2026 to March 16, 2026** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty-Five Thousand Pesos (₱25,000.00.)** The Procuring Entity shall

allow the bidder to, personally or via electronic means, present proof of payment of the fees **not later than the submission of bids.**

8. The Office of the Ombudsman will hold a **Pre-Bid Conference** on **March 04, 2026 (Wednesday) at 10:00 A.M.** at the **Hearing Room, OMB Main Building, Office of the Ombudsman**, Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*), Brgy. Bagong Pag-asa, Diliman, Quezon City and shall be open to prospective bidders. Prospective bidders should signify their intention to participate by calling the following numbers: (02)8951-2301/(02)5317-8300 local 1250 and 1251 or by sending an email to BAC-GAO Secretariat through the email address: bacgaosec@ombudsman.gov.ph.
9. Bids must be duly received by the **BAC-GAO Secretariat** through manual/physical submission at the **BAC-GAO Office 2nd Floor, Annex Building, Office of the Ombudsman**, on or before **March 16, 2026 (Monday) at 2:00 p.m.** **Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected** (Reference: Sec. 25.9, 2016 RIRR of RA 9184).
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14.**
11. **Bid opening** shall be conducted face-to-face/in-person on **March 17, 2026 (Tuesday) at 10:00 A.M.** at the **Hearing Room, OMB Main Building, Office of the Ombudsman**, Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*), Brgy. Bagong Pag-asa, Diliman, Quezon City. Bids will be opened in the presence of the bidders or their duly authorized representatives.
12. Prospective bidders, who wish to join the pre-bid conference and the bid opening, must call the following numbers: **(02)8951-2301** or **(02)5317-8300 local 1250 and 1251** or by sending an email to **BAC-GAO Secretariat** at email address: bacgaosec@ombudsman.gov.ph.
13. The Office of the Ombudsman reserves the right to accept or reject any and all bids, to annul the bidding process, and to 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 Updated 2016 RIRR of RA No. 9184, without thereby incurring any liability to the affected bidder/s.
14. Please refer to the table below for the cost of the bidding documents and summary of bidding activities:

COST OF BIDDING DOCUMENTS (Non-refundable)	₱25,000.00
INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS	February 18, 2026 to March 16, 2026 <ul style="list-style-type: none"> - Bidding documents may be downloaded from the PhilGEPS website or Ombudsman website. - For payment of bidding fees, prospective bidders may inquire from the Ombudsman BAC-GAO Secretariat for payment details. Proof of payment such as deposit slips and transaction receipts may be submitted personally or via email for the issuance official receipt.
PRE-BID CONFERENCE	March 4, 2026 (Wednesday) at 10:00 A.M. <ul style="list-style-type: none"> - Face-to-face/in-person at the Hearing Room, OMB Main Building, Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue, Brgy. Bagong Pag-asa, Diliman, Quezon City.

	<ul style="list-style-type: none"> - Prospective bidders should signify their intention to participate by sending an email to the BAC-GAO Secretariat and/or by calling the following numbers: (02) 8951-2301 or (02) 5317-8300 local 1250 and 1251.
DEADLINE OF SUBMISSION OF BIDS (Note: Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected)	March 16, 2026 (Monday) at 2:00 P.M. <ul style="list-style-type: none"> - Manual/physical submission of bidding documents at the BAC-GAO Office with authorized receiving personnel from the BAC-GAO Secretariat of the Office of the Ombudsman, 2nd Floor Ombudsman Annex Building, Sen. Miriam P. Defensor-Santiago Avenue, Brgy. Bagong Pag-asa, Diliman, Quezon City.
OPENING OF BIDS	March 17, 2026 (Tuesday) at 10:00 A.M. <ul style="list-style-type: none"> - Face-to-face/in-person at the Hearing Room, OMB Main Building, Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue, Brgy. Bagong Pag-asa, Diliman, Quezon City. - Prospective bidders should signify their intention to participate by sending an email to the BAC-GAO Secretariat and/or call the following Office numbers (02) 8951-2301 or (02) 5317-8300 local 1250 and 1251.

15. For further information, please refer to:

BIDS AND AWARDS COMMITTEE–GAO SECRETARIAT

Second Floor, Ombudsman Annex Building,
 Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*)
 Brgy. Bagong Pag-Asa, Diliman Quezon City 1105
 (02) 8951-2301 or (02) 5317-8300 local 1250 and 1251
 bacgaosec@ombudsman.gov.ph
www.ombudsman.gov.ph (see Bid Announcements)

Note: Please communicate through the email address or telephone numbers provided. Also, all requests should be in writing and addressed to the BAC-GAO Secretariat.

16. You may visit the following websites for downloading of Bidding Documents:
- **Office of the Ombudsman Official Website:** www.ombudsman.gov.ph (see links under *Bid Announcements*> under *Invitation to Bid*)
 - **Log in at PhilGEPS Website:** <https://notices.philgeps.gov.ph/>

06 February 2026, Quezon City, Philippines.

Original Sgd.

LEILANIE BERNADETTE C. CABRAS
 Assistant Ombudsman/Acting DSP, OSP
 Chairperson, Bids and Awards Committee-GAO *MF*

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Office of the Ombudsman* wishes to receive bids for the **Rebidding of One (1) Year Janitorial, Maintenance and Other Services Including Supplies and Materials for the Office of the Ombudsman**, with identification number *PB 2026-01-GAO*.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

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 *year 2025* in the amount of **Forty-Seven Million Nine Hundred Eighty Thousand Nine Hundred Eleven Pesos and Fifty-Five Centavos (P47,980,911.55)**.

2.2. The funding of this project is sourced from the NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its Updated 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 Updated 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 Updated 2016 revised IRR of RA No.9184, the Bidder's SLCC shall have within the last five (5) years from the date of submission and receipt of bids, completed a single contract that is similar to this Project, with an amount of 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 Updated 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. In this project, the Procuring Entity has prescribed that **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a **Pre-bid conference** for this Project on the specified date and time through **face-to-face/in-person** at the Hearing Room, Main Building, Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*), Brgy. Bagong Pag-asa, Diliman, Quezon City, as indicated in paragraph 8 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 the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, with an amount of at least fifty percent (50%) of the proposed project for bidding 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 Updated 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.

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 Peso.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 for one hundred twenty (120) calendar days from the date of the opening of bids. 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 at its physical address as indicated in paragraph 9 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 the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case 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 Updated 2016 revised IRR of RA No. 9184 shall prevail.

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

19. Detailed Evaluation and Comparison of Bids

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

shall consider the conditions in the evaluation of Bids under Section 32.2 of the Updated 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 maybe. In this case, the Bid Security as required by ITB Clause 14 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 23.4.1.4 of the Updated 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 project having several items that shall be awarded as one 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 Updated 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. x x x
- 20.2. 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 **Updated 2016 RIRR** of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.
- 21.2. x x x
- 21.3. x x x
- 21.4. x x x
- 21.5. x x x

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Projects related to Janitorial and Maintenance Services. b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	The Procuring Entity has prescribed that subcontracting is not allowed.
12	The price of the Goods/services shall be quoted delivered duty paid (DDP) to the Office of the Ombudsman, Sen. Miriam Defensor P. Santiago Avenue (formerly Agham Road), Brgy. Baong Pag-asa, Diliman, Quezon City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <i>two percent (2%) of the ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>five percent (5%) of the ABC</i> if bid security is in Surety Bond.
15	<p>Each Bidder shall submit one (1) original and one (1) certified true copy of the first (technical) and second (financial) components of its bid.</p> <p>The First Envelope and Second Envelope should be properly marked and sealed as “ORIGINAL COPY – ELIGIBILITY AND TECHNICAL COMPONENT” and “ORIGINAL COPY – FINANCIAL COMPONENT”, respectively, to avoid confusion and BOTH envelopes shall be placed inside ONE BIG SEALED envelope.</p> <p>The bidder shall also submit Copy No. 1 of the First Envelope and Second Envelope and placed inside ONE BIG SEALED envelope with markings on the inner envelopes as “COPY NO. 1 - ELIGIBILITY AND TECHNICAL COMPONENT” and “COPY NO. 1 – FINANCIAL COMPONENT”.</p> <p>For authentication purposes, ALL PAGES of the bidding documents for submission must be certified by the authorized signatory of the participating Bidder/Company. The Bidders/Companies are also reminded to put proper arrangements on each bidding documents.</p> <p>The bidder should use the <u>prescribed Sample Forms under Section VIII</u>.</p>
19.3	<p>Rebidding of One (1) Year Janitorial, Maintenance and Other Services Including Supplies and Materials for the Office of the Ombudsman (PB 2026-01-GAO)</p> <p>ABC = Forty-Seven Million Nine Hundred Eighty Thousand Nine Hundred Eleven Pesos and Fifty-Five Centavos (₱47,980,911.55)</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>

	<p>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</p>
20.2	<p>The bidder with the Lowest Calculated Bid shall submit ALL the following post-qualification documents:</p> <ol style="list-style-type: none"> 1. SEC/DTI Registration; 2. Valid & Current Mayor's Permit/ Municipal Licenses--Year 2026; 3. Valid Tax Clearance per Executive Order 398, Series of 2005; 4. Certificate of VAT Registration; 5. Certificate of PhilGEPS Registration; 6. Any proof of enrollment in the Electronic Filing and Payments System (EFPS); 7. Latest income and business tax returns stamped received by the BIR or filed and paid thru EFPS in 2026; 8. Latest General Information Sheet (for corporation); 9. Company Profile and List of Clients; <p>Additional post-qualification documents:</p> <ol style="list-style-type: none"> 10. Proof of latest remittance to or Clearance from SSS, PhilHealth, and Pag-Ibig; 11. Certification confirming no adverse decision rendered by the Department of Labor and Employment (DOLE) and National Labor Relations Commission (NLRC) for the last five (5) years; 12. Certified true copy of tax remittances from the BIR-Alpha listing as of December 2025; 13. Certifications or approvals from the concerned government regulatory agencies for all supplies and materials subject to regulation; 14. A complete list of brands for the items (supplies and materials) offered and intended for use throughout the duration of the contract; and 15. A notarized undertaking affirming that the tools and equipment presented and approved during the post-qualification process shall be the actual units deployed and utilized by the Service Provider's personnel throughout the entire duration of the contract.
21.1	<p>In addition to the bidding documents and the submission of the winning bidder during the bidding, the following documents shall also form part of the Contract Agreement:</p> <ol style="list-style-type: none"> a. Certificate of Availability of Funds; b. Notice of Award; c. Performance Security; d. Notice to Proceed; e. Warranty Security, if applicable; and <p>Other documents which are issued after Contract Execution (example: Notice of Suspension, Resumption and Extension of Contract)</p>

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 Updated 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 Updated 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 Updated 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 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 Updated 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 VII (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

5.1 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 Updated 2016 revised IRR of RA No. 9184.

5.2 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.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>The term delivery of goods and service under this Contract shall be as follows:</p> <p>Delivery of the goods and services shall be made by the Supplier in accordance with the terms and conditions specified in Section VI (Schedule of Requirements).</p> <p><u>Delivery of goods and services is required for the period of one (1) year and shall commence within thirty (30) days upon receipt of the Notice to Proceed.</u></p> <p>For the purpose of this Clause, the Procuring Entity’s Representative at the Project Site is <i>Mr. Antonio F. Feliciano, Supervising Administrative Officer (designated as Officer-in-Charge), General Services Division, Office of the Ombudsman, Sen. Miriam P. Defensor-Santiago Avenue (formerly Agham Road), Brgy. Bagong Pag-Asa, Diliman, Quezon City with Telephone Nos.: 8479-7300 local 1232 or 1203.</i></p> <p>Incidental Services –</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"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<p>The Contract price for the Goods 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>Intellectual Property Rights –</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>Regular and Recurring Services –</p> <p>The contract 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>

Terms and Conditions of Contract:

The services to be provided by the SUPPLIER/SERVICE PROVIDER to the PROCURING ENTITY shall consist of the following:

1. Provision of the following Janitorial, Maintenance and Other required services.
 - a. **Manpower** – the total number of janitors and skilled personnel requirement for this contract is **One hundred twenty-four (124)**.

Janitors and Skilled Personnel Required	No. of Person/s
Janitors (73 in Quezon City and 1 in Rosales, Pangasinan)	74
Gardeners	3
Environmental Personnel	3
Electricians	5
Plumbers	2
Air-con Technicians	6
Generator Set Mechanic	1
STP Operator	2
Carpenters/Masons	5
Welder	1
Painters	4
Electronics Operators/Technicians	2
Rosales Office Electrician	1
Rosales Office Plumber	1
Supervisor	1
Assistant Supervisor	1
Drivers	10
Auto Mechanic	2
Total	124

b. Work Schedule and Activities

Janitorial and maintenance personnel are required to report for duty six (6) days a week, from Monday to Saturday, excluding electricians. Janitors shall render service either from 7:00 AM to 4:00 PM or from 8:00 AM to 5:00 PM, depending on the schedule requested by the head of the end-user office to which they are assigned.

Electricians assigned at the Quezon City Offices shall work on a rotating eight (8)-hour shift schedule: a) 12:00 midnight to 8:00 AM (First Shift); b) 8:00AM to 4:00PM (Second Shift); and c) 4:00PM to 12:00 midnight (Third Shift). Electricians assigned at the Quezon City Offices shall report for duty six (6) days a week and be entitled to at least one (1) day off per week, which may be scheduled on any day except Mondays and Tuesdays, which schedule shall be subject to the approval of the General Services Division (GSD).

The Electrician and Plumber assigned at the Rosales Office shall work from 8:00AM to 5:00PM from Mondays to Saturdays.

Other maintenance personnel shall observe a standard work schedule from 8:00 AM to 5:00 PM.

Personnel may also be requested to render service beyond regular working hours, including weekends and holidays, subject to the written request of the Head of the requesting Office duly recommended by the General Administration Office (GAO) and approved by the Overall Deputy Ombudsman (ODO).

General cleaning and other related tasks required shall be conducted on a weekly basis or as necessary. The prescribed frequency of work per activity type is detailed in *Appendix A*.

During their days off, organic personnel from the Office of the Ombudsman shall assume their responsibilities.

c. Tools and Equipment

All tools and equipment necessary for janitorial and maintenance services shall be provided by the Service Provider. The itemized list of the tools and equipment shall form part of the Contract as an Annex thereto. The Service Provider is expected to coordinate closely with the GSD to ensure that all required tools and equipment for the upkeep of the Office of the Ombudsman are identified, available, and properly maintained.

2. Supplies and Materials

The procurement of consumable supplies and materials will be bundled with the procurement of janitorial and maintenance services. The end-user will determine the number of personnel to be deployed and the quantity of supplies and materials to be delivered consistent with the last paragraph of 7.3.2, Rule II of the Updated 2016 Revised IRR of R.A.9184.

Additional Technical Specifications and Contract Conditions

1. The procurement of supplies and materials shall be bundled with the janitorial and maintenance services on an “as-needed” basis.
2. A total of 124 janitorial and maintenance personnel shall be engaged for Calendar Year (CY) 2026-2027.
3. The Service Provider shall ensure the availability of relievers for janitorial personnel and/or replacement of janitorial and maintenance personnel at all times to guarantee continuous and uninterrupted service delivery.
4. The Service Provider shall strictly adhere to the required frequency of work per activity type, as outlined in *Appendix A*.
5. All tools, equipment, and other necessary resources for the performance of janitorial and maintenance duties shall be provided by the Service Provider.
6. The Service Provider shall comply with GPPB Policy Matter No. 03-2012 (invalidating Section 9(b)(ii) of DOLE Department Order No. 18-A) and GPPB Non-Policy Matter No. 141-2014 (clarifying its applicability).
7. In case of late suspension of work caused by fortuitous events (earthquake, typhoons) or inclement weather, those janitorial and maintenance personnel who have reported for work on or before their official time on that particular day shall be compensated for a full day’s work. In this case, the Supervisor shall communicate to the agency employees their early out or work suspension, if applicable, as determined by the authorized official/s of the Office.

8. Supervisors and skilled personnel shall receive compensation above the minimum wage. Personnel assigned to OMB Rosales, Pangasinan shall receive the same rates as those assigned to the OMB Main Office.
9. Salaries shall be disbursed twice monthly, directly to the personnel at the Office of the Ombudsman or *via* ATM remittance, and not at the Service Provider's office.
10. Payslips detailing wages earned and deductions shall be issued to personnel at the time of salary payment.
11. The Service Provider shall comply with all applicable labor laws and standards, including regulations of the SSS, PhilHealth, Pag-Ibig, ECC, and NWPC. Proof of remittance of mandatory contributions shall be submitted regularly.
12. Adequate and responsible supervision over personnel shall be provided by the Service Provider, which shall assume full accountability for their performance. The GSD shall implement a Feedback Mechanism to monitor service quality.
13. The Service Provider shall be solely and exclusively liable for any act or omission committed by its personnel during their assigned duties.
14. The Service Provider shall bear full responsibility for any loss or damage resulting from theft, pilferage, robbery, sabotage, or any form of trespass committed by its personnel.
15. The Service Provider and its personnel shall not disclose any information regarding the affairs of the Office of the Ombudsman acquired during the course of service, both during and after the contract period.
16. The Service Provider shall fully cooperate with and adhere to the Office of the Ombudsman's health protocols. In cases of quarantine or treatment due to infectious diseases, timely substitution of affected personnel shall be ensured to maintain service continuity.
17. A complete and up-to-date list, including photographs of contractual personnel assigned to the premises, shall be submitted to the OMB Security Group.
18. The Service Provider shall comply with all operating policies and procedures of the Office of the Ombudsman.
19. All tools, equipment, and hardware supplies provided must bear a DTI Sticker, PS Mark, and/or ICC sticker to ensure quality and safety.
20. All cleaning agents—liquid, powder, bar, or solvent—must be FDA-approved and/or labeled as biodegradable to prevent disruption of the bacterial culture in the Office's STP and must be compliant with Climate Change Expenditure Tagging, as may be applicable.
21. The Service Provider shall ensure that its personnel are adequately equipped with the necessary tools and equipment throughout the duration of the contract.
22. The Service Provider shall comply with all other terms and conditions stipulated in the contract, particularly those outlined in the General and Special Conditions of the Contract.
23. In view of the possible renewal of the contract pursuant to GPPB 06-2022, the Service Provider shall be subjected to a Periodic Performance Evaluation:

- Midterm Assessment

24. The Service Provider shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria:

	Performance Criteria	Weight
I	Conformity to Technical Requirements	[20]
II	Timeliness in the Delivery of Services	[20]
III	Behavior of Personnel (Courteous, Professional and Knowledgeable)	[20]
IV	Response to Complaints	[20]
V	Compliance with set office policies for such services	[20]
	Performance Rating Passing rate: 80 points	

The Service Provider shall undergo a periodic review (**twice in a year or every after six months**) using the above-cited criteria to ensure compliance with the technical specifications, as well as the other terms and conditions imposed by the Procuring Entity during the contract period.

25. For the Janitors, a change of work station/area of assignment shall be done every six (6) months following the evaluation.

Section VI. Schedule of Requirements

Schedule of Requirements

**PB 2026-01-GAO:
REBIDDING OF ONE (1) YEAR JANITORIAL, MAINTENANCE AND OTHER
SERVICES INCLUDING SUPPLIES AND MATERIALS FOR THE OFFICE OF THE
OMBUDSMAN**

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

Description	Quantity	Delivered, Weeks/Months
Provision of Janitorial/ Skilled Personnel as detailed in the Technical Specifications	124	The Contract of Janitorial Services will commence within thirty (30) days upon receipt of the Notice to Proceed (NTP) and will be effective for one (1) year.
Provision of Tools and Equipment, as detailed in Appendix B of the Technical Specifications	Quantity of items is specified in Appendix B– Technical Specifications	
Provision of Cleaning Supplies and Materials, as detailed in Appendix C of the Technical Specifications	Quantity of items is specified in Appendix C of the Technical Specifications	

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of : _____

Date Signed: _____

Section VII. Technical Specifications

Technical Specifications

OMBUDSMAN BID FORM No. 1 – TECHNICAL SPECIFICATIONS WITH BIDDER’S STATEMENT OF COMPLIANCE

HONORABLE JESUS CRISPIN C. REMULLA

Ombudsman

Office of the Ombudsman

Sen. Miriam P. Defensor-Santiago Avenue (formerly Agham Road)

Brgy. Bagong Pag-asa, Diliman, Quezon City

Attention: **HON. LEILANIE BERNADETTE C. CABRAS**

The Chairperson

Bids and Awards Committee - GAO

Dear Honorable Ombudsman Remulla:

Herewith is our TECHNICAL PROPOSAL for your office requirement:

(INSTRUCTION TO BIDDER: Check “” the “Comply” box if bidder complies with the Ombudsman Specifications. A Technical Proposal containing unchecked “Comply” boxes would be automatically rated as “FAILED.”)

Item No.	Office of the Ombudsman Technical Specifications	Bidder’s Statement of Compliance																																							
1 Lot	ONE (1) YEAR JANITORIAL, MAINTENANCE AND OTHER SERVICES INCLUDING SUPPLIES AND MATERIALS FOR THE OFFICE OF THE OMBUDSMAN	<input type="checkbox"/> Comply																																							
	<p>Provision of One Hundred Twenty-Four (124) Janitors and Skilled Personnel:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Janitors and Skilled Personnel Required</u></th> <th style="text-align: center;"><u>No. of Manpower Needed</u></th> </tr> </thead> <tbody> <tr><td>1. Janitors (73 in Quezon City and 1 in Rosales, Pangasinan)</td><td style="text-align: center;">74</td></tr> <tr><td>2. Gardeners</td><td style="text-align: center;">3</td></tr> <tr><td>3. Environmental Personnel</td><td style="text-align: center;">3</td></tr> <tr><td>4. Electricians</td><td style="text-align: center;">5</td></tr> <tr><td>5. Plumbers</td><td style="text-align: center;">2</td></tr> <tr><td>6. Air-con Technicians</td><td style="text-align: center;">6</td></tr> <tr><td>7. Generator Set Mechanic</td><td style="text-align: center;">1</td></tr> <tr><td>8. STP Operator</td><td style="text-align: center;">2</td></tr> <tr><td>9. Carpenters/Masons</td><td style="text-align: center;">5</td></tr> <tr><td>10. Welder</td><td style="text-align: center;">1</td></tr> <tr><td>11. Painters</td><td style="text-align: center;">4</td></tr> <tr><td>12. Electronics Operators/Technicians</td><td style="text-align: center;">2</td></tr> <tr><td>13. Rosales Office Electrician</td><td style="text-align: center;">1</td></tr> <tr><td>14. Rosales Office Plumber</td><td style="text-align: center;">1</td></tr> <tr><td>15. Supervisor</td><td style="text-align: center;">1</td></tr> <tr><td>16. Assistant Supervisor</td><td style="text-align: center;">1</td></tr> <tr><td>17. Drivers</td><td style="text-align: center;">10</td></tr> <tr><td>18. Auto Mechanic</td><td style="text-align: center;">2</td></tr> <tr><td>Total</td><td style="text-align: center;">124</td></tr> </tbody> </table>	<u>Janitors and Skilled Personnel Required</u>	<u>No. of Manpower Needed</u>	1. Janitors (73 in Quezon City and 1 in Rosales, Pangasinan)	74	2. Gardeners	3	3. Environmental Personnel	3	4. Electricians	5	5. Plumbers	2	6. Air-con Technicians	6	7. Generator Set Mechanic	1	8. STP Operator	2	9. Carpenters/Masons	5	10. Welder	1	11. Painters	4	12. Electronics Operators/Technicians	2	13. Rosales Office Electrician	1	14. Rosales Office Plumber	1	15. Supervisor	1	16. Assistant Supervisor	1	17. Drivers	10	18. Auto Mechanic	2	Total	124
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Technical Specifications and Contract Conditions		
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2	A total of 124 janitorial and maintenance personnel shall be engaged for Calendar Year (CY) 2026-2027	<input type="checkbox"/> Comply
3	The Service Provider shall ensure the availability of relievers for janitorial personnel and/or replacement of janitorial and maintenance personnel at all times to guarantee continuous and uninterrupted service delivery.	<input type="checkbox"/> Comply
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12	Adequate and responsible supervision over personnel shall be provided by the Service Provider, which shall assume full accountability for their performance. The GSD shall implement a Feedback Mechanism to monitor service quality.	<input type="checkbox"/> Comply
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22	The Service Provider shall comply with all other terms and conditions stipulated in the contract, particularly those outlined in the General and Special Conditions of the Contract	<input type="checkbox"/> Comply																								
23	In view of the possible renewal of the contract pursuant to GPPB 06-2022, the Service Provider shall be subjected to a Periodic Performance Evaluation: - Midterm Assessment	<input type="checkbox"/> Comply																								
24	The Service Provider shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria: <table border="1" data-bbox="393 1427 1081 1876"> <thead> <tr> <th></th> <th>Performance Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>Conformity to Technical Requirements</td> <td>[20]</td> </tr> <tr> <td>II</td> <td>Timeliness in the Delivery of Services</td> <td>[20]</td> </tr> <tr> <td>III</td> <td>Behavior of Personnel (Courteous, Professional and Knowledgeable)</td> <td>[20]</td> </tr> <tr> <td>IV</td> <td>Response to Complaints</td> <td>[20]</td> </tr> <tr> <td>V</td> <td>Compliance with set office policies for such services</td> <td>[20]</td> </tr> <tr> <td colspan="2">Performance Rating</td> <td></td> </tr> <tr> <td colspan="2">Passing rate: 80 points</td> <td></td> </tr> </tbody> </table> <p>The Service Provider shall undergo a periodic review (twice in a year or every after six months) using the above-cited criteria to ensure compliance with the technical specifications, as well as the other terms and conditions imposed by the Procuring Entity during the contract period.</p>		Performance Criteria	Weight	I	Conformity to Technical Requirements	[20]	II	Timeliness in the Delivery of Services	[20]	III	Behavior of Personnel (Courteous, Professional and Knowledgeable)	[20]	IV	Response to Complaints	[20]	V	Compliance with set office policies for such services	[20]	Performance Rating			Passing rate: 80 points			<input type="checkbox"/> Comply
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25	For the Janitors, a change of work station/area of assignment shall be done every six (6) months following the evaluation.	<input type="checkbox"/> Comply																								

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I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Very truly yours,

Signature Over Printed Name

Position

Company

Telephone Number/s

Email Address/es

Date Signed

Statement of Compliance

[Bidders must check the "Comply" box against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Handwritten signatures and initials in blue ink.

Appendix A: REQUIRED FREQUENCY OF WORK BY TYPE OF ACTIVITY

A. JANITORIAL ACTIVITIES	
ACTIVITY	FREQUENCY
FLOORS	
1.Sweeping of floors	For ordinary offices including common areas – twice a day (one in the morning, one in the afternoon) and as the need arises For frontline offices – four times a day and as the need arises
2.Mopping of floors	For ordinary offices including common areas – At least twice a day (one in the morning, one in the afternoon) and as the need arises For frontline offices – four times a day and as the need arises
3.Spray buffing of vinyl floors	Two times a week and as the need arises
4.Sweeping of wood parquet	At least twice a day (one in the morning, one in the afternoon) and as the need arises
5.Waxing of wood parquet	Two times a week and as the need arises
6.Polishing of wood parquet	Two times a week and as the need arises
7.Sweeping of carpets	At least twice a day (one in the morning, one in the afternoon) and as the need arises
8.Vacuum cleaning of carpets	Two times a week and as the need arises
9.Stain spotting of carpets	Two times a week and as the need arises
10. Shampooing of carpets	Once a week and as the need arises
11.Sweeping of marble tiles	At least twice a day (one in the morning, one in the afternoon) and as the need arises
12.Dry mopping of marble hallways	At least twice a day (one in the morning, one in the afternoon) and as the need arises
13.Scrubbing and polishing of marble tiles	Once a week and as the need arises
WALLS, CEILINGS, BASEBOARDS AND PARTITIONS	
14.Cleaning of hallways walls	Once a month and as the need arises
15. Cleaning of baseboards and partitions	Once a month and as the need arises
16.Cleaning of ceilings	Once a month and as the need arises
DRIVEWAYS, YARDS, PARKING AREA, DUMPSITE AND SURROUNDINGS	
17.Sweeping of driveways, yards, parking area, dumpsite and surroundings	At least twice a day (one in the morning, one in the afternoon) and as the need arises
18.Washing of driveways, yards, parking area, dumpsite and surroundings	At least once a day and as the need arises
TRASH AND OTHER WASTES	
19. Collection of trash and other trash materials. Must be R.A. No. 9003 (Ecological Solid Waste Management Act) compliant	Once a day and as the need arises
20. Disposal of trash and other materials to the garbage dump. Must be R.A. No. 9003 (Ecological Solid Waste Management Act) compliant	Once a day and as the need arises
21.Cleaning of waste baskets, ash trays, and other receptacles	Once a day and as the need arises

ACTIVITY	FREQUENCY
GLASS PANELS	
22. Cleaning of interior glass panels and its appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot, and grime	Once every two weeks (except for front glass doors, glass partitions, and front glass windows which is every other day)
23. Cleaning of exterior glass panels and its appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot, and grime	Once every two weeks (except for front glass doors, glass partitions, and front glass windows which is every other day)
FURNITURE, FIXTURES AND EQUIPMENT	
24. Cleaning, dusting and damp wiping of office furniture, fixtures and equipment and application of appropriate furniture polish to maintain luster and shine at all times.	Once a day and as the need arises.
25. Movement of furniture, equipment, supplies and materials as may be necessary, and only upon instruction of the procuring entity and/or any of its personnel	As the need arises
STAIRWAYS, FIRE EXITS, AND ENTRANCES	
26. Keeping stairways, fire exits, and entrances clean and free of obstructions	At all times
COMFORT ROOMS	
27. Sweeping and mopping of CR floor tiles	At least twice a day (one in the morning, one in the afternoon) and every hour inspection for private CRs; four times a day and every hour inspection for public CRs
28. Scrubbing of CR walls tiles	Once a week and as the need arises
29. Cleaning, washing, sanitizing and disinfecting comfort room urinals, lavatories and toilet bowls.	At least twice a day (one in the morning, one in the afternoon) and every hour inspection for private CRs; four times a day and every hour inspection for public CRs
30. Checking and reloading of toilet paper, if required	In the morning with every hour inspection
31. Checking and reloading of liquid hand soap	In the morning with every hour inspection
32. Checking and reloading of other toilet supplies	In the morning with every hour inspection
KITCHEN, PANTRY AND CABINETS	
33. Cleaning of kitchen countertops	At least twice a day (one in the morning, one in the afternoon) and as the need arises
34. Cleaning of pantry and cabinets	Once a week and as the need arises
INDOOR PLANTS (WITHIN AREA OF ASSIGNMENT)	
35. Watering of Plants	As the need arises
36. Bringing out potted plants to sunlight	Once a week and as the need arises

B. GROUND, YARD, MRF AND COMPOST FACILITY MAINTENANCE	
GARDENERS AND ENVIRONMENTAL PERSONNEL	
ACTIVITY	FREQUENCY
1. Trimming of grass and shrubs	Once a week and as the need arises
2. Cutting of tree branches	As the need arises
3. Watering of ornamental and flowering plants, shrubs and grass	At least once a day (morning) and as the need arises
4. Application of fertilizers to plants	As the need arises
5. Sweeping of grounds, yards and parking areas of dust, litter, dry leaves, fallen tree branches, and other debris	At least twice a day (one in the morning, one in the afternoon) and as the need arises
6. During rainy days, assist in the cleaning of basements and provide janitorial related activities, when necessary.	As the need arises
7. Maintain the cleanliness of the MRF and Compost Facility (Environmental Personnel). Must be R.A. No. 9003 (Ecological Solid Waste Management Act) compliant	At all times
8. Collect food waste (Environmental Personnel). Must be R.A. No. 9003 (Ecological Solid Waste Management Act) compliant	Once a day (in the afternoon) and as the need arises
9. Sweeping of driveways, yards, parking area, MRF, and surroundings	At least twice a day (one in the morning, one in the afternoon) and as the need arises
10. Washing of driveways, yards, parking area, MRF, and surroundings	As the need arises
11. Cleaning and washing of parking areas of accumulated dust and oil stain	At least twice a day (one in the morning, one in the afternoon) and as the need arises
REPORTING	
12. Inform the GSD thru the Supervisor any ground, yard, MRF and compost facility maintenance related problems.	As the need arises
13. Keep watch and take action to prevent or to mitigate damage to plants, shrubs, trees and facilities during emergency situations such as typhoons and floods	As the need arises
OTHER SERVICES	
C1. ELECTRICIAN	
1. Check for electrical problems of the building	Once a week and as the need arises
2. Report to the supervisor major repairs or maintenance requirements of the building electrical facilities for proper disposition	As the need arises
3. Perform repairs and maintenance requirements on the building electrical facilities	As the need arises
4. Submit monthly accomplishment report to the GSD thru the Supervisor	Monthly
5. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures, and fire incidents	As the need arises

C2. PLUMBER	
ACTIVITY	FREQUENCY
1. Check for plumbing system for leaks and other plumbing problems	Daily
2. Report to the GSD thru the Supervisor any repair or maintenance requirements of the building plumbing facilities for proper disposition	As the need arises
3. Perform repair and maintenance requirements on the building plumbing system.	As the need arises
4. Submit monthly accomplishment report to the GSD thru the Supervisor	Monthly
5. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures, and fire incidents	As the need arises
C3. AIRCON TECHNICIAN	
1. Check the air-conditioning system for leaks, defects and other problems	Once a week and as the need arises
2. Report to the supervisor major repairs or maintenance requirements of the building aircon facilities for proper disposition.	As the need arises
3. Perform repairs and maintenance requirements on the building air-conditioning system.	As the need arises
4. Submit monthly accomplishment report to the GSD thru the Supervisor	Monthly
5. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures, and fire incidents	As the need arises
C4. GENERATOR SET OPERATOR/MECHANIC	
1. Check the mechanical facilities of the building	Once a week and as the need arises
2. Report to the supervisor major repairs or maintenance requirements of the building mechanical facilities for proper disposition	As the need arises
3. Perform repair and maintenance requirements on the building mechanical facilities	As the need arises
4. Submit monthly accomplishment report to the GSD thru the Supervisor	Monthly
5. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures, and fire incidents	As the need arises
C5. CARPENTER/MASON/WELDER	
1. Perform Carpentry related repair/maintenance/improvement works requirements for the building and facilities	As the need arises
2. Perform Masonry related repair/maintenance/improvement works requirements for the building and facilities	As the need arises
3. Perform Welding works and other related requirements in the building, facilities and other properties	As the need arises
4. Report to the GSD thru the Supervisor any necessary repair or maintenance requirements on the building and its facilities for proper disposition	As the need arises
5. Submit monthly accomplishment report to the GSD thru the Supervisor	Monthly

ACTIVITY	FREQUENCY
6. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures, and fire incidents.	As the need arises
C6. PAINTER	
1. Perform painting and finishing requirements on building and facilities	As the need arises
2. Report to the GSD thru the Supervisor necessary painting and/other related improvement works or requirements on the building and its facilities for proper disposition	As the need arises
3. Perform repair and maintenance requirements on the building and its facilities	As the need arises
4. Submit monthly accomplishment report to the GSD thru Supervisor	Monthly
5. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures, and fire incidents.	As the need arises
C7. ELECTRONIC OPERATOR/TECHNICIAN	
1. In-charge in setting up sound system and its Peripherals including its operations.	As the need arises
2. Report to the supervisor major repairs or maintenance requirements of the building electrical facilities for proper disposition	At least once a week
3. Perform repair and maintenance of sound system and its peripherals.	As directed
C8. DRIVERS	
1. Drive the assigned vehicle to transport personnel on official business, visitors, and cargoes to destination as directed.	As the need arises
2. Take financial responsibility for damage to or loss of any cargo in his custody when damage or loss is due to willful or negligent act	As the need arises
3. Check the oil, gasoline, water and tires or assigned vehicle in order to prevent delays and damage	Every day (morning) and as the need arises
4. Make minor repairs such as:	As the need arises
a. fixing punctures	As the need arises
b. cleaning spark plugs	Once a month and as the need arises
c. adjusting carburator	Once a month and as the need arises
5. Bring the vehicle to repair shop for major repairs and routine check-up	As directed
6. Report the incidents, breakdowns, or other related incidents during trips	As the incident arises
7. Submit reports on fuel and oil consumption and distance traveled	Weekly
8. Assist in loading and unloading of cargoes	As the need arises
9. Keep watch and take action to prevent or mitigate damage to the vehicles during emergency situations such as typhoons, floods, earthquakes, power failures, and fire incidents	As the need arises

ACTIVITY	FREQUENCY
C9. SUPERVISOR/ASSISTANT SUPERVISOR	
1. Supervise the work of all janitorial and maintenance personnel	Daily
2. Monitor the performance of all the janitorial and maintenance personnel	Daily
3. Report any necessary repair or maintenance requirements on the building and its facilities to the GSD for proper disposition	As the need arises
4. Submit monthly accomplishment reports to the GSD.	Monthly
C10. STP OPERATOR	
1. In-charge of monitoring the sludge level	Daily
2. In-charge of the operation and monitoring of the following equipment: pumps, control panel, decanter, air blowers, and reactors	Daily
3. Remove regularly all floating FOG plastic, etc. that have accumulated	Daily
4. Remove solid waste materials trapped at bar screen	Daily
5. Report to Building Administrator/Process Supervisor/Engineer any problem that may arise in the plant	As the need arises
6. Log all necessary information in the logbook such as decant time, flowrate, and others matters that may be called by the Officer or required by DENR or LLDA	Daily
7. Inform and coordinate any abnormal or emergency situation	As the need arises
8. Perform housekeeping/cleaning of all areas of STP	Daily
9. Shall monitor the following stages of processing:	<i>Note:</i> The Sewage Treatment Plant is operating 24 hours daily
9a. Static Fill Process (1-hour operating time) - the static process shall fill and screen the waste water out of Septic Vault (waste coming out from comfort rooms, lavatories, and other sources of waste water) going to Sequencing Batch Reactor (SBR) or Grit Chamber until it reached the volume capacity	
9b. Mix Fill Process (3 hours operational time) - inside the SBR, the waste water will undergo boiling and aeration or removal of undesirable gases dissolved in water and to add oxygen for oxidation of substances like oils, decomposing products of algae, etc.	
9c. Settling (2 hours operational time) - sedimentation of clean water from sludge (solid waste) and other treatment process like biological treatment to remove solid waste	
9d. Decanting (30 minutes operational time) - disposal of clean water to the main (street) sewerage system	
C11. AUTO MECHANIC	
1. In-Charge for the proper conditioning of motor Vehicles including the following: a. Change Oil b. Check Suspension Parts c. Check Brake System d. Check Electrical System	daily and as the need arises once every 5,000 KM. daily or as the need arises daily or as the need arises daily or as the need arises
2. Make minor repairs such as: a. Cleaning the Spark Plugs b. Fixing other spare parts	once a month or as the need arises as the need arises

Appendix B: TOOLS AND EQUIPMENT REQUIREMENT FOR THE JANITORIAL, MAINTENANCE AND OTHER SERVICES

A	GENERAL TOOLS AND EQUIPMENT FOR JANITORIAL PERSONNEL	QUANTITY	UNIT
1	Push Cart for Cleaning materials	25	units
2	Floor Polisher 16" or 18" with accessories		
	a. High Speed	7	units
	b. Low Speed	13	units
3	Mop Squeezer with bucket	21	units
4	Wet/Dry Vacuum Cleaner	2	units
5	Garbage Cart	5	units
6	High Pressure Portable Washer	2	units
7	Caution Sign with accessories	25	units
8	Garden Hose 5/8 x 50ft with reel	3	units
9	Garden Hose 5/8 x 50ft without reel	3	units
10	Lawn Sprinkle, full 360 Spray Pattern	4	units
11	Heavy Duty Extension cord for Floor Polisher, Royal cord #12 x 10 meters	20	units
12	Manual Lawn Mower	1	unit
13	Aluminum Ladder,		
	a. 5ft	2	units
	b. 8 ft	2	units

B.	GENERAL TOOLS AND EQUIPMENT FOR GARDENER AND ENVIRONMENTAL PERSONNEL	QUANTITY	UNIT
1	Bolo (Hard Steel)	3	pcs
2	Manual Hedge Trimmer	3	pcs
3	Steel Straight Head Rake	3	units
4	Trowel	3	unit
5	Prunder (Ligh heavy)	3	units
6	shovel, round point	6	units
7	Straight Bar (Baretta)	3	units
8	Pick Mattock	3	units
9	Hoe	3	units
10	Pruning Saw, 14"	1	pc
11	Pruning Saw Sharpener	1	pc
12	Rubber Boots (Bota Knee High Size 10)	6	units
13	Grass Cutter (Manual)	3	units
14	Garden Hose, 5/8" x 5ft with Nozzle Pistol Level, activated	2	pcs
15	Raincoat	6	units
16	Hat (outdoor use)	6	units
17	Grass Cutter (motor)	1	Unit

C.	MECHANICAL TOOLS	QUANTITY	UNIT
1	Diagonal Pliers, 8"	1	pc
2	Long Nose Pliers, 8"	1	pc
3	Phillips Screw Driver, 8"	1	pc
4	Slotted Screw Driver, 8"	1	pc
5	Multi Tester Analog	1	unit
6	Electric Drill, 500w	1	unit
7	Drill Bit HSS: 1/8" - 1/2"	1	set
8	Drill Bit masonry, 1/8" - 1/2"	1	set
9	Vise Grip, 8"	1	pc
10	Vernier Caliper (Stainless)	1	unit

11	Micrometer	1	unit
12	Adjustable Wrench, 8"	1	pc
13	Adjustable Wrench, 14"	1	pc
14	15" Angle Double Open-End Wrench, 12 pcs, 6 to 30mm	1	set
15	45" Deep Offset Box Wrench, 12pt, 13pcs, 6 to 12mm	1	set
16	1/2" Square Drive Socket Set 29 pcs 12 pt std. 10 to 30mm, 10" Ratchet, 15 3/4" Flex Handle, m 2 1/2, 5", 10" Extension, 2 3/8" Universal Join in Metal Box	1	set
17	Ear Muff	1	pc
18	Eye Goggles	1	pc
19	Trouble Light 220v, HD 5 meters	1	set
20	Tool Box	1	pc
21	Allen Wrench (1/18", 1/17", 1/16"-3/8")	1	set

D.	PLUMBER TOOLS	QUANTITY	UNIT
1	Hack Saw with blade	2	sets
2	Spare Hack Saw Blade (replenishable)	1	box
3	Pipe Wrench 8" to 24	2	sets
4	Monkey Wrench 12"	2	pcs
5	Adjustable wrench, 12	2	pcs
6	Adjustable wrench, 8	2	pcs
7	Adjustable wrench, 10	2	pcs
8	Blink Rivets Tool, 3/32 to 3/16"	2	pcs
9	Blind Rivets (1/8 x 1/2")	2	pcs
10	Vise Grip 8", curved jaw	2	pcs
	, straight flash jaw	2	pcs
11	Flat Cold Chisel, 1"x8"	2	pcs
12	Pointed Cold Chisel, 8	2	pcs
13	Rechargeable Flashlight (LED type)	2	pcs
14	Slotted Screw Driver, 8mm x 10"	2	pcs
15	Phillips Screw Driver, 8mm x 10"	2	pcs
16	Slotted Screw Driver 5mm x 8"	2	pcs
17	Phillips Screw Driver, 5mm x 8"	2	pcs
18	Grove Joint Plier, 8"	2	pcs
19	Portable Welding Machine, 200 Ampx AC, Inverted type	2	pcs
20	Electric drill, 580w	2	units
21	Drill Bit HISS, 1/8"x1/2"	2	sets
22	Drill Bit Masonry, 1/8"x1/2"	2	sets
23	Steel Tape measures, 5 meters	2	pcs
24	Ball Peen Hammer, 1/5lbs	2	pcs
25	Mechanical Pliers, 8"	2	pcs
26	Long Nose Pliers, 8"	2	pcs
27	Angle Grinder, 650w - 810w	2	pcs
28	Tool Box	2	pcs
29	Cutting Disk, 1/8"x4"Ø	30	pcs
30	Grinding Disk, 1/4"x4"Ø	30	pcs

E.	AIRCON TECHNICIAN'S TOOLS AND EQUIPMENT	QUANTITY	UNIT
1	Industrial Type-Pressured washer with accessories standard wash gun nozzle extension 30-meter discharge hose unit, 5 meters suction hose/unit, 1pc trigger gun/unit	2	units
2	Diagonal Pliers 8", insulated	6	pcs
3	Long Nose Pliers 8", insulated	6	pcs
4	Phillips Screw Driver 8", insulated	6	pcs
5	Phillips Screw Driver 8mm x10" including handle	6	pcs

6	Aluminum Ladder, 6ft	2	pcs
7	Phillips Crew Driver 3"x1/8", including handle	6	pcs
8	Slotted screw driver, 8" including handle	6	pcs
9	Slotted screw driver, 8mmx10" including handle	6	pcs
10	Aluminum ladder, 9ft	2	pcs
11	Slotted screw driver, 8mmx10" including handle	6	pcs
12	clamp tester (1set analogue and 1 set digital)	2	set
13	electric drill 500w (13mm /1.2") heavy duty	1	unit
14	Drill Bit HSS: 1/8" - 1/2" (for steel)	1	set
15	Drill Bit masonry, 1/8" - 1/2"	1	set
16	hack saw	1	unit
17	hack saw blade (replenishable)	9	pcs/mo
18	Allen wrench, 1.5mm to 10mm	2	sets
19	Allen wrench, 50-3/8 to 1/16"	2	sets
20	tube cutter (small)	2	sets
21	tube cutter (Heavy duty) 1/4" x 1 5/8"	2	sets
22	slip joint pliers, 10"	2	sets
23	vise grip 8"	2	sets
24	flaring tools set	2	sets each
	a. flaring block, 1/8" to 3/4"		
	b. flaring yoke		
	c. expander 1/8" to 3/4"		
25	combination wrench 8mm to 17mm	1	set
26	adjustable wrench 15"	2	pcs
27	adjustable wrench 18"	2	pcs
28	adjustable wrench 8"	2	pcs
29	adjustable wrench 10"	2	pcs
30	Diagonal Pliers 8", insulated	2	sets
31	Portable Low-Pressure Washer (30meters discharge hose/unit)	1	set
32	Refrigerant and combustible gas leak detector	1	set
33	Socket wrench, 1/2" Square Drive Socket Set 29 pcs, 12 pt std. 8 to 36mm, 10" Ratchet, 15 3" Flex Handle, 2 1/2", 5", 10" Extension, 2 3/8" Universal Join in Metal Box	1	set
34	Socket wrench set, 1/4" square drive (size 3/16"" to 7/32" 1/4"	1	set
35	soldering iron, 40w	1	pc
36	rechargeable flashlight, heavy duty	2	pcs
37	soldering lead (replenishable)	1	roll
38	side cutter plier 8", insulated	3	pcs
39	portable map gas	1	set
40	multiple tester (2 sets analog & 1 pc digital)	3	sets
41	phase rotation tester (3phase)	1	set
42	cold chisel 3/4" x 10" (flat & pointed)	2	pcs
43	ball peen hammer, 2lbs	1	pc
44	eye goggles, industrial	2	pcs
45	vacuum pumps, 1/2 H, 230v 1725 rpm (for refrigerator)	1	box
46	thermal radiation thermometer (laser thermometer)	1	pc
47	electric air blower & vacuum cleaner (19000rpm)	2	pcs
48	electric hammer drill (heavy duty - rotary 24mm/15/16")	1	unit
49	portable grinder (angle) 100mm/4"	1	unit
50	puller 10" (3 prong)	1	pc
51	Ratcher wrench set , 1/4"	1	set
52	tube bender 1/4", 3/8", 1.2", 5/8", 3/4"	1	unit

F	ELECTRICIAN'S TOOLS AND EQUIPMENT	QUANTITY	UNIT
1	multi tester, heavy duty	5	units
2	clamp tester (digital)	1	unit
3	test light	5	units
4	Cripping tools for telephone modular RJ11	1	unit
5	slip joint pliers	5	pcs
6	Phillips screw driver, 8"	5	pcs
7	slotted screw driver, 8"	5	pcs
8	Allen wrench 1.5mm to 10mm	5	pcs
9	long nose pliers 8" insulated, electrical grade	5	pcs
10	slide cutter pliers 7", insulated electrical grade	5	pcs
11	diagonal pliers 8" insulated electrical grade	5	pcs
12	vise grip 8", heavy duty	5	pcs
13	electric soldering iron	1	unit
14	soldering lead (40-60)	1	roll
15	knock out puncher 1/2" to 2"	1	set
16	ball peen hammer (half pounder)	1	pc
17	cold chisel, 1/2" to 10" (1 pointed ; 1 flat)	1	pc
18	electric drill, 500w heavy duty	1	unit
19	Drill Bit HSS: 1/8" - 1/2" (set of 4 bits, at least)	1	set
20	Drill Bit masonry, 1/8" - 1/2" (set of 4 bits at least)	1	set
21	socket wrench with handle, 3/8" to 1 1/4"	1	set
22	combination wrench 8mm to 17mm	1	set
23	bench grinder heavy duty, and electronically operated	1	set
24	splicer	5	pcs
25	eye goggles (generic)	1	pc
26	gun tucker, T-25	5	pcs
27	Rechargeable flashlight (generic)	5	pcs
28	leather tool holster	5	pcs
29	tool box (at least 7" x 9" x 17") plastic	5	pcs
30	hack saw	1	pc
31	hack saw (replenishable)	2	pcs/month
32	aluminum ladder 8" heavy duty	2	units
33	aluminum ladder 10" heavy duty	2	units
34	safety belt	4	pcs

G	CARPENTRY & PAINTER'S TOOLS AND EQUIPMENT	QUANTITY	UNIT
	I. POWER/ELECTRIC HAND TOOLS		
1	Planner >3 1/4" width, complete with blade gauge assembly	2	sets
2	Angle Grinder, 4" disc, diameter, complete with curring disk side	3	sets
3	Circular Saw, 8 1/4"Ø disc, with complete accessories / guides	5	sets
4	Hand Drill 5/8" chuck diameter	2	sets
5	Finishing Sander, 114mm x 234 mm	2	sets
6	Demolition Hammer, 11kgs>1/500w, variable Chisel fitting	1	set
7	router , wood working 12mm	1	set
8	Jigsaw, variable speed, pendulum action, complete with blades	2	sets
9	wet stone/bench grinder, table mounted dual disc	1	set
	II. OTHER HAND TOOLS		
1	Claw hammer, 11"" wooden handle	4	pcs
2	Cross Cut Saw, 26"	2	pcs
3	Wooden Chisel, 1/4" x 1 1/2" x 1 and 1 1/2" blade width	2	sets

4	Saw File, #4 Triangular, Regular Taper	6	pcs
5	crowbar, wrecking bar, 24" high grade forge steel	2	pcs
6	Pliers: Long Nose 8"	4	pcs
	cutter	4	pcs
7	Screw Driver: Flat 8"	4	pcs
	III. OTHER TOOLS/EQUIPMENT		
1	Air Compressor, 2HP with 15M Discharge Hose	1	unit
2	router bis, #1, #12	1	set
3	Carborundum Stone, 8", sharpening	2	pcs
4	Spirit Level 18" aluminum body, box type with horizontal, vertical	2	pcs
5	Plumb Bob, 150grams	2	pcs
6	Pull-push rule, 5M 216 ft Steel	5	pcs
7	Spray Gun , 3.5 to 50lbs, Multi-Purpose, Air Spray	1	set
8	Hole Saw, 1/4 to 2 1/2" carbon steel, complete with Pilot Drill	1	set
9	Eye Protection Goggles, with adjustable strap	5	pcs
10	Dust/Gas Mask Respiratory, Half Fact Reusable , anti-Dust gas	10	pcs
11	Welding Machine, 255A	1	set
12	Gun Tucker	1	pc
13	Aluminum Ladder, heavy duty , 8ft	1	pc
14	Spatula (for painting) 1 per month	12	pcs
15	Palette (for Painting) , 4pcs / quarter	16	pcs
16	Mason Spoon	1	pc
17	Steel Mason Finishing (Rodela Bakal)	1	pc

H	AUTOMECHANIC (MOTORPOOL) TOOLS AND EQUIPMENT	QUANTITY	UNIT
1	Socket wrench, 1/2 drive, heavy duty	2	sets
2	welding machine, digital, inverter, 200A	1	unit
3	Allen Wrench, heavy duty	2	sets
4	A/C gauge, R12-R22, 134HVAC (90CM/36")	1	unit
5	Volt Meter, RS14 (10A-AC), 600 V-AC, 10 AM DC, (600 DC) DT 914	1	unit
6	Battery Charger, 60A - 1224 volts	1	unit
7	Air Compressor, 1/4 HP, Belt Driven	1	unit
8	Impact Wrench	1	unit
9	Torque Reduction wrench	1	unit
10	Philipp Screw, set (small, medium, big)	2	sets
11	Flat Screw set (small, medium, big)	2	sets
12	Vise Grip, heavy duty	2	units

	OTHER REQUIREMENT	QUANTITY	UNIT
13	Safety Shoes	2	sets
14	Uniform With pants	2	sets

Appendix C: JANITORIAL SUPPLIES AND MATERIALS

	Schedule of Delivery / Item	Quantity per Schedule of Delivery	Quantity per Annum	Unit
A. MONTHLY				
1	Scrubbing Pad 16”, green, 1” Thick	30	360	pcs.
2	Stripper Wax	15	180	gallons
3	All Purpose Cleaner (4 liters/gallon)	20	240	gallons
4	Rags (Flanella type)	100	1200	yards
5	Liquid Hand Soap	50	600	gallons
6	Dishwashing Liquid	50	600	liters
7	Trash Bag (XXL Transparent)	2000	24000	pcs.
8	Trash Bag (Large, Transparent)	1000	12000	pcs.
9	Trash Bag (Small, Transparent)	1300	15600	pcs.
10	Detergent Washing Powder Soap	100	1200	kgs.
11	Scrubbing Pad, 4” x 16”, green	74	888	pcs.
12	Steel Wool (16 giant pads, 200 grams/tube)	200	2400	tubes
13	Polishing Pad 16”, white, 1’ thick	25	300	pcs.
14	Stripping Pad 16”, black, 1’ thick	30	360	pcs.
15	Deodorant Cake, 50 grams	500	6000	pcs.
16	Disinfectant (Aerosol Type) at least 320ml	74	888	cans
17	Air Freshener (Aerosol Type) at least 320ml	74	888	cans
18	Toilet Bowl Cleaner, disinfectant	40	480	gallons
19	Furniture Shine/Polish, Aerosol Type at least 320 ml	74	888	cans
20	Mop Head	148	1776	pairs
B. QUARTERLY				
21	Marble Liquid Wax (crystallizer)	3	12	gallons
22	Soft Broom (“walis tambo”)	74	296	pcs.
23	Stick Broom (“walis tingting”)	50	200	pcs.
24	Carpet Shampoo	2	8	gallons

25	Carper Stain Remover	1	4	gallons
26	Vinyl wax/Complete Wax	20	80	gallons
27	Glass Cleaner (4 liters/gallon)	2	8	gallons
28	Metal Polish (150 ml)	5	20	cans
29	Mop Handle	125	500	pcs.
30	Trigger Spray Bottle (cap. 500 ml)	74	296	pcs.
31	Rubber Hand Gloves, Heavy Duty	20	80	pairs
C. SEMESTRAL				
32	Wood Hand Brush w/ handle	40	80	pcs.
33	Toilet Bowl Brush w/ handle	40	80	pcs.
34	Paste Wax (Red Light Wax)	3	6	gallons
35	Ceiling Broom	15	60	pcs.
36	Liquid hand soap dispenser (pump refillable empty bottle, capacity 400-500 ml), heavy duty	74	148	pcs.
D. ANNUAL				
37	Dust Pan	81	81	pcs.
38	Plunge/Toilet Rubber Pump, Heavy Duty	25	25	pcs.
39	Plastic Pail	72	72	pcs.
40	Squeegee w/ metal handle	50	50	pcs.
41	Push Brush 12" with handle	74	74	pcs.
42	Dust Mop Head, cotton	15	15	pcs.

OMBUDSMAN BID FORM NO. 2 -FINANCIAL PROPOSAL WITH UNDERTAKING

BID FORM

Date: _____

Project Identification No.: **PB 2026-01-GAO**

HONORABLE JESUS CRISPIN C. REMULLA

Ombudsman

Office of the Ombudsman

Sen. Miriam P. Defensor-Santiago Avenue (formerly Agham Road)

Brgy. Bagong Pag-asa, Diliman, Quezon City 1105

Attention: **HON. LEILANIE BERNADETTE C. CABRAS**

The Chairperson

Bids and Awards Committee-GAO

Dear Ombudsman Remulla:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the **REBIDDING OF ONE (1) YEAR JANITORIAL, MAINTENANCE AND OTHER SERVICES INCLUDING SUPPLIES AND MATERIALS FOR THE OFFICE OF THE OMBUDSMAN (PB 2026-01-GAO)**, in conformity with the said PBDs for the sum of

_____ (P_____) [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the **Summary of Detailed Cost Breakdown/Labor Costs (Annex "A"), Detailed Annual Contract Rate for Janitorial Other Maintenance Personnel (Annexes "A-1" to "A-9") and Cost Breakdown of Janitorial Supplies and Materials (Annex "A-10") and Price Schedule**, 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 and in the Price Schedules:

Lot/Item	Item Description	Total Price (Should be 12% VAT Inclusive)
1 Lot	One (1) Year Janitorial, Maintenance and Other Services Including Supplies and Materials for the Office of the Ombudsman (PB 2026-01-GAO)	₱

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.

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 *[Special Power of Attorney/Secretary's Certificate/Certification from the Bidder/Authority issued by the bidder]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the *attached Detailed Cost Breakdown/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: _____

Please also provide the following details for purposes of Bid notification required under Section 25.7 of the 2016 IRR (kindly provide details of **at least two (2)** officers of your company):

Name of Proprietor/ Managing Partner / President: _____

Address: _____

Email Address/es: _____

Contact Number/s: _____

Position/Designation: _____

Name of Proprietor/ Managing Partner / President: _____

Address: _____

Email Address/es: _____

Contact Number/s: _____

Position/Designation: _____



ANNEX "A"
**SUMMARY OF LABOR COSTS/
 SUMMARY OF DETAILED COST BREAKDOWN**

Required Servicemen	No. of Manpower Needed	Daily Rate	Monthly Cost per Personnel	Contract Duration	Amount Per Year	Total Amount by Reference Table	Reference
1. Janitor	74	695		12 months			Annex "A-1"
2. Gardener	3	695		12 months			
3.Environmental Personnel	3	695		12 months			
4a. Electrician (1st Shift)	1	757.50		12 months			Annex "A-2"
4b. Electrician (2nd Shift)	2	757.50		12 months			
4c. Electrician (3rd Shift)	2	757.50		12 months			
5a. STP Operator (1st Shift)	1	757.50		12 months			Annex "A-3"
5b. STP Operator (3rd Shift)	1	757.50		12 months			
6. Plumber	2	757.50		12 months			Annex "A-4"
7. Aircon Technician	6	757.50		12 months			
8. Gen Set Operator	1	757.50		12 months			
9. Carpenter/Mason	5	757.50		12 months			
10. Welder	1	757.50		12 months			
11. Painter	4	757.50		12 months			
12.Electronics Operator/Technician	2	757.50		12 months			
13. Electrician (OMB Training Center, Rosales, Pangasinan)	1	757.50		12 months			
14. Plumber (OMB Training Center, Rosales, Pangasinan)	1	757.50					
15. Supervisor	1	783.35		12 months			
16. Assistant Supervisor	1	757.50		12 months			Annex "A-7"
17. Drivers (with LTO Restrictions 1,2,3 or equivalent New LTO Restrictions)	10	835.10		12 months			Annex "A-8"
18. Auto Mechanic	2	757.50		12 months			Annex "A-9"
Total	124				-		

SUMMARY OF TOTAL BID PRICE

A. Labor Costs

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Costs (Contractor's Fee) (_____ % of A. and B.) _____
- D. Value Added Tax (12% of A. + B. + C) _____

B. Cost of Supplies and Materials _____

TOTAL BID PRICE (Labor Costs plus Cost of Supplies and Materials) _____

TOTAL BID PRICE IN WORDS: _____

Prepared by:

Signature over Printed Name

Position

Company

Date Signed



ANNEX "A-1"
COST BREAKDOWN OF ANNUAL CONTRACT RATE
(Janitors, Gardeners, Environmental Personnel)

ASSUMPTIONS	Bid Price
1. Number of Personnel Required	80
1.a. Gardeners	3
1.b. Janitors* (includes Rosales, Pangasinan)	74
1.c. Environmental Personnel	3
2. Total Number of Days Per Year	313
2.a. Ordinary days per year	293
2.b. Regular Holidays	12
2.c. Special Non-Working Days	8
3. Wage Order No. NCR -26 Effective July 18, 2025	695
3.a. New Minimum Wage Rate (Basic Pay)	695
3.b. COLA per day (Integrated in the basic pay)	-

COMPUTATION

A. Amount Due to Personnel

- a.1. Basic Salary (= Basic pay X 313 days / 12 months) _____
- a.2. Night Differential _____
- a.2.1 Ordinary Working Days **(additional 10%)** _____
- a.2.2 Regular Holidays **(additional 120%)** _____
- a.2.3 Rest Days **(additional 43%)** _____
- a.2.4 Special Days **(additional 43%)** _____
- a.3. Cost of Living Allowance (COLA) (=COLA Rate*(313 mandays /12 months)) _____
- a.4. 13th Month Pay (= a.1. / 12 months) _____
- a.5. Five Days Service Incentive Leave Pay (= (Basic Pay*5)/12) _____

Sub-total A _____

B. Government Dues

- b.1. Social Security System _____
- b.1.a. Employer's (ER) - Regular Social Security (SS) Contribution _____
- b.1.b. Employer's (ER) - Employee's Compensation (EC) Contribution _____
- b.1.c. Employer's (ER) - Workers' Investment and Saving's Program (WISP) Contribution _____
- b.2. Philhealth _____
- b.3. PAG-IBIG Fund Contribution _____

Sub-total B _____

C. Administrative Costs (Contractor's Fee) (_____ % of A. and B.)

D. Value Added Tax (12% of A. + B. + C.)

Total Monthly Cost Per Personnel _____

Multiply by the Number of Personnel Needed 80

Total Cost per Month _____

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee Per Person _____
- D. Value Added Tax _____

Total Cost Per Month _____

Multiply by 12 months 12

Total Cost for One Year _____

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee _____
- D. Value Added Tax _____

Total Cost for One Year _____



ANNEX "A-2"

COST BREAKDOWN OF ANNUAL CONTRACT RATE (For Electricians (3 Shifts))	Bid Price		
	1st Shift (12MN to 8AM)	2nd Shift (8AM to 5PM)	3rd Shift (4PM to 12MN)
	AMOUNT	AMOUNT	AMOUNT
ASSUMPTIONS			
1. Number of Personnel Required	1	2	2
1.a. Electrician	1	2	2
2. Total Number of Days Per Year	313	313	313
2.a. Ordinary Working Days	293	293	293
2.b. Regular Holidays (10)	12	12	12
2.c. 52 rest days x 130% = 67.6		-	-
2.d. Special (Non-Working) Days	8	8	8
3. Daily Wage	757.5	757.5	757.5
3.a. Basic Pay	757.5	757.5	757.5
3.b. COLA per day	-	-	-
COMPUTATION			
A. Amount Due to Personnel			
a.1. Basic Salary (= Basic pay X 313 days / 12 months)			
a.2. Night Differential			
a.2.1 Ordinary Working Days (additional 10%)			
a.2.2 Regular Holidays (additional 120%)			
a.2.3 Rest Days (additional 43%)			
a.2.4 Special Days (additional 43%)			
<i>additional compensation of an employee's regular wage for each hour of work performed between 10 p.m. and 6 a.m.</i>			
a.3. Cost of Living Allowance (COLA) (=COLA Rate*(313 mandays /12 months))			
a.4. 13 th Month Pay (= a.1. / 12 months)			
a.5. Five Days Service Incentive Leave Pay (= (Basic Pay*5)/12)			
Sub-total A			
B. Government Dues			
b.1. Social Security System			
b.1.a. Employer's (ER) - Regular Social Security (SS) Contribution			
b.1.b. Employer's (ER) - Employee's Compensation (EC) Contribution			
b.1.c. Employer's (ER) - Workers' Investment and Saving's Program (WISP) Contribution			
b.2. Philhealth			
b.3. PAG-IBIG Fund Contribution			
Sub-total B			
C. Administrative Costs (Contractor's Fee) (15% of A. and B.)			
D. Value Added Tax (12% of A. + B. + C.)			
Total Monthly Cost Per Personnel			
Multiply by the Number of Personnel Needed	1	2	2
Total Cost per Month			
A. Amount Due to Personnel			
B. Government Dues			
C. Administrative Fee Per Person			
D. Value Added Tax			
Total Cost Per Month			
Multiply by 12 months	12	12	12
Total Cost for One Year			
A. Amount Due to Personnel			
B. Government Dues			
C. Administrative Fee			
D. Value Added Tax			
Total Cost for One Year			



ANNEX "A-3"

COST BREAKDOWN OF ANNUAL CONTRACT RATE (For STP Operators (2 Shifts))		Bid Price	
ASSUMPTIONS	1st Shift (12MN to 8AM)	3rd Shift (4PM to 12MN)	
	AMOUNT	AMOUNT	
1. Number of Personnel Required	1	1	
1.a. STP Operator	1	1	
2. Total Number of Days Per Year	313	313	
2.a. Ordinary Working Days	293	293	
2.b. Regular Holidays (10)	12	12	
2.c. 52 rest days x 130% = 67.6	-	-	
2.d. Special (Non-Working) Days	8	8	
3. Daily Wage	757.5	757.5	
3.a. Basic Pay	757.5	757.5	
3.b. COLA per day	-	-	
COMPUTATION			
A. Amount Due to Personnel			
a.1. Basic Salary (= Basic pay X 313 days / 12 months)	_____	_____	
a.2. Night Differential	_____	_____	
a.2.1 Ordinary Working Days (additional 10%)	_____	_____	
a.2.2 Regular Holidays (additional 120%)	_____	_____	
a.2.3 Rest Days (additional 43%)	_____	_____	
a.2.4 Special Days (additional 43%)	_____	_____	
<i>additional compensation of an employee's regular wage for each hour of work performed between 10 p.m. and 6 a.m.</i>	_____	_____	
a.3. Cost of Living Allowance (COLA) (=COLA Rate*(313 mandays /12 months))	_____	_____	
a.4. 13 th Month Pay (= a.1. / 12 months)	_____	_____	
a.5. Five Days Service Incentive Leave Pay (= (Basic Pay*5)/12)	_____	_____	
Sub-total A	_____	_____	
B. Government Dues			
b.1. Social Security System	_____	_____	
b.1.a. Employer's (ER) - Regular Social Security (SS) Contribution	_____	_____	
b.1.b. Employer's (ER) - Employee's Compensation (EC) Contribution	_____	_____	
b.1.c. Employer's (ER) - Workers' Investment and Saving's Program (WISP) Contribution	_____	_____	
b.2. Philhealth	_____	_____	
b.3. PAG-IBIG Fund Contribution	_____	_____	
Sub-total B	_____	_____	
C. Administrative Costs (Contractor's Fee) (_____ % of A. and B.)	_____	_____	
D. Value Added Tax (12% of A. + B. + C.)	_____	_____	
Total Monthly Cost Per Personnel	_____	_____	
Multiply by the Number of Personnel Needed	1	1	
Total Cost per Month	_____	_____	
A. Amount Due to Personnel	_____	_____	
B. Government Dues	_____	_____	
C. Administrative Fee Per Person	_____	_____	
D. Value Added Tax	_____	_____	
Total Cost Per Month	_____	_____	
Multiply by 12 months	12	12	
Total Cost for One Year	_____	_____	
A. Amount Due to Personnel	_____	_____	
B. Government Dues	_____	_____	
C. Administrative Fee	_____	_____	
D. Value Added Tax	_____	_____	
Total Cost for One Year	_____	_____	



ANNEX "A-4"

**COST BREAKDOWN OF ANNUAL CONTRACT RATE
 (For Plumbers, Aircon Technicians, Genset Operator,
 Carpenters/Masons, Welder, Painters, and Electronics
 Operators/Technicians)**

Bid Price

ASSUMPTIONS	AMOUNT
1. Number of Personnel Required	21
1.a. Plumber	2
1.b. Aircon Technician	6
1.c. Genset Operator	1
1.d. Carpenter/Mason	5
1.e. Welder	1
1.f. Painter	4
1.g. Electronics Operator/Technician	2
2. Total Number of Days Per Year	313
2.a. Ordinary days per year	293
2.b. Regular Holidays	12
2.c. Special Non-Working Days	8
3. Daily Wage	757.5
3.a. Basic Pay	757.5
3.b. COLA per day (Integrated in the basic pay)	-
COMPUTATION	

A. Amount Due to Personnel

- a.1. Basic Salary (= Basic pay X 313 days / 12 months) _____
- a.2. Night Differential _____
 - a.2.1 Ordinary Working Days (**additional 10%**) _____
 - a.2.2 Regular Holidays (**additional 120%**) _____
 - a.2.3 Rest Days (**additional 43%**) _____
 - a.2.4 Special Days (**additional 43%**) _____
- a.3. Cost of Living Allowance (COLA) (=COLA Rate*(313 mandays /12 months)) _____
- a.4. 13th Month Pay (= a.1. / 12 months) _____
- a.5. Five Days Service Incentive Leave Pay (= (Basic Pay*5)/12) _____
- Sub-total A** _____

B. Government Dues

- b.1. Social Security System _____
 - b.1.a. Employer's (ER) - Regular Social Security (SS) Contribution _____
 - b.1.b. Employer's (ER) - Employee's Compensation (EC) Contribution _____
 - b.1.c. Employer's (ER) - Workers' Investment and Saving's Program (WISP) Contribution _____
- b.2. Philhealth _____
- b.3. PAG-IBIG Fund Contribution _____
- Sub-total B** _____

C. Administrative Costs (Contractor's Fee) (_____ % of A. and B.) _____

D. Value Added Tax (12% of A. + B. + C.) _____

Total Monthly Cost Per Personnel _____

Multiply by the Number of Personnel Needed _____ **21**

Total Cost per Month

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee Per Person _____
- D. Value Added Tax _____

Total Cost Per Month _____ **12**

Multiply by 12 months

Total Cost for One Year _____

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee _____
- D. Value Added Tax _____

Total Cost for One Year _____



ANNEX "A-5"

**COST BREAKDOWN OF ANNUAL CONTRACT RATE
 Maintenance Personnel/Janitor
 (OMB Training Center, Rosales, Pangasinan)**

ASSUMPTIONS	Bid Price AMOUNT
1. Number of Personnel Required	2
1.a. Electrician	1
1.b. Plumber	1
(OMB Training Center, Rosales, Pangasinan)	2
2. Total Number of Days Per Year	313
2.a. Ordinary days per year	295
2.b. Regular Holidays	10
2.c. Special Non-Working Days	8
3. Daily Wage	757.5
3.a. Basic Pay	757.5
3.b. COLA per day (Integrated in the basic pay)	-
COMPUTATION	

A. Amount Due to Personnel

- a.1. Basic Salary (= Basic pay X 313 days / 12 months) _____
- a.2. Night Differential _____
 - a.2.1 Ordinary Working Days (**additional 10%**) _____
 - a.2.2 Regular Holidays (**additional 120%**) _____
 - a.2.3 Rest Days (**additional 43%**) _____
 - a.2.4 Special Days (**additional 43%**) _____
- a.3. Cost of Living Allowance (COLA) (=COLA Rate*(313 mandays /12 months)) _____
- a.4. 13th Month Pay (= a.1. / 12 months) _____
- a.5. Five Days Service Incentive Leave Pay (= (Basic Pay*5)/12) _____

Sub-total A

B. Government Dues

- b.1. Social Security System _____
 - b.1.a. Employer's (ER) - Regular Social Security (SS) Contribution _____
 - b.1.b. Employer's (ER) - Employee's Compensation (EC) Contribution _____
 - b.1.c. Employer's (ER) - Workers' Investment and Saving's Program (WISP) Contribution _____
- b.2. Philhealth _____
- b.3. PAG-IBIG Fund Contribution _____

Sub-total B

C. Administrative Costs (Contractor's Fee) (_____ % of A. and B.)

D. Value Added Tax (12% of A. + B. + C.)

Total Monthly Cost Per Personnel

Multiply by the Number of Personnel Needed

Total Cost per Month

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee Per Person _____
- D. Value Added Tax _____

Total Cost Per Month

Multiply by 12 months

Total Cost for One Year

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee _____
- D. Value Added Tax _____

Total Cost for One Year



ANNEX "A-6"
COST BREAKDOWN OF ANNUAL CONTRACT RATE
(For Supervisor)

ASSUMPTIONS	Bid Price AMOUNT
1. Number of Personnel Required	1
1.a. Supervisor	1
2. Total Number of Days Per Year	313
2.a. Ordinary days per year	293
2.b. Regular Holidays	12
2.c. Special Non-Working Days	8
3. Daily Wage	783.35
3.a. Basic Pay	783.35
3.b. COLA per day (Integrated in the basic pay)	-
COMPUTATION	

A. Amount Due to Personnel

- a.1. Basic Salary (= Basic pay X 313 days / 12 months) _____
 - a.2. Night Differential _____
 - a.2.1 Ordinary Working Days (**additional 10%**) _____
 - a.2.2 Regular Holidays (**additional 120%**) _____
 - a.2.3 Rest Days (**additional 43%**) _____
 - a.2.4 Special Days (**additional 43%**) _____
 - a.3. Cost of Living Allowance (COLA) (=COLA Rate*(313 mandays /12 months)) _____
 - a.4. 13th Month Pay (= a.1. / 12 months) _____
 - a.5. Five Days Service Incentive Leave Pay (= (Basic Pay*5)/12) _____
- Sub-total A** _____

B. Government Dues

- b.1. Social Security System _____
 - b.1.a. Employer's (ER) - Regular Social Security (SS) Contribution _____
 - b.1.b. Employer's (ER) - Employee's Compensation (EC) Contribution _____
 - b.1.c. Employer's (ER) - Workers' Investment and Saving's Program (WISP) Contribution _____
 - b.2. Philhealth _____
 - b.3. PAG-IBIG Fund Contribution _____
- Sub-total B** _____

C. Administrative Costs (Contractor's Fee) (_____ % of A. and B.) _____

D. Value Added Tax (12% of A. + B. + C.) _____

Total Monthly Cost Per Personnel _____

Multiply by the Number of Personnel Needed **1**

Total Cost per Month _____

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee Per Person _____
- D. Value Added Tax _____

Total Cost Per Month _____

Multiply by 12 months **12**

Total Cost for One Year _____

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee _____
- D. Value Added Tax _____

Total Cost for One Year _____



ANNEX "A-7"
COST BREAKDOWN OF ANNUAL CONTRACT RATE
(For Assistant Supervisor)

ASSUMPTIONS	Bid Price AMOUNT
1. Number of Personnel Required	1
1.a. Assistant Supervisor	1
2. Total Number of Days Per Year	313
2.a. Ordinary days per year	293
2.b. Regular Holidays	12
2.c. Special Non-Working Days	8
3. Daily Wage	757.5
3.a. Basic Pay	757.5
3.b. COLA per day (Integrated in the basic pay)	-

COMPUTATION

A. Amount Due to Personnel

- a.1. Basic Salary (= Basic pay X 313 days / 12 months) _____
- a.2. Night Differential _____
 - a.2.1 Ordinary Working Days (**additional 10%**) _____
 - a.2.2 Regular Holidays (**additional 120%**) _____
 - a.2.3 Rest Days (**additional 43%**) _____
 - a.2.4 Special Days (**additional 43%**) _____
- a.3. Cost of Living Allowance (COLA) (=COLA Rate*(313 mandays /12) _____
- a.4. 13th Month Pay (= a.1. / 12 months) _____
- a.5. Five Days Service Incentive Leave Pay (= (Basic Pay*5)/12) _____

Sub-total A _____

B. Government Dues

- b.1. Social Security System _____
 - b.1.a. Employer's (ER) - Regular Social Security (SS) Contribution _____
 - b.1.b. Employer's (ER) - Employee's Compensation (EC) Contribution _____
 - b.1.c. Employer's (ER) - Workers' Investment and Saving's Program (WISP) Contribution _____
- b.2. Philhealth _____
- b.3. PAG-IBIG Fund Contribution _____

Sub-total B _____

C. Administrative Costs (Contractor's Fee) (_____ % of A. and B.) _____

D. Value Added Tax (12% of A. + B. + C.) _____

Total Monthly Cost Per Personnel _____

Multiply by the Number of Personnel Needed _____

1

Total Cost per Month

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee Per Person _____
- D. Value Added Tax _____

Total Cost Per Month _____

Multiply by 12 months _____

12

Total Cost for One Year

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee _____
- D. Value Added Tax _____

Total Cost for One Year _____



ANNEX "A-8"
COST BREAKDOWN OF ANNUAL CONTRACT RATE
(For Drivers - Bus, Coasters, & SUVs/APVs/MPVs)

ASSUMPTIONS	Bid Price AMOUNT
1. Number of Personnel Required	10
1.a. Drivers (with LTO Restrictions 1,2,3 or its equivalent to New LTO Driver's License Category)	10
2. Total Number of Days Per Year	261
2.a. Ordinary days per year	241
2.b. Regular Holidays	12
2.c. Special Non-Working Days	8
3. Daily Wage	835.10
3.a. Basic Pay	835.10
3.b. COLA per day (Integrated in the basic pay)	-
COMPUTATION	
A. Amount Due to Personnel	
a.1. Basic Salary (= Basic pay X 261 days / 12 months)	_____
a.2. Night Differential	_____
a.2.1 Ordinary Working Days (additional 10%)	_____
a.2.2 Regular Holidays (additional 120%)	_____
a.2.3 Rest Days (additional 43%)	_____
a.2.4 Special Days (additional 43%)	_____
a.3. Cost of Living Allowance (COLA) (=PhP0.00*(261 mandays /12 months))	_____
a.4. 13 th Month Pay (= a.1. / 12 months)	_____
a.5. Five Days Service Incentive Leave Pay (= (Basic Pay*5)/12)	_____
Sub-total A	_____
B. Government Dues	
b.1. Social Security System (from Employer's (ER) Share)	
b.1.a. Employer's (ER) - Regular Social Security (SS) Contribution	_____
b.1.b. Employer's (ER) - Employee's Compensation (EC) Contribution	_____
b.1.c. Employer's (ER) - Workers' Investment and Saving's Program (WISP) Contribution	_____
b.2. Philhealth	_____
b.3. PAG-IBIG Fund Contribution	_____
Sub-total B	_____
C. Administrative Costs (Contractor's Fee) (_____ % of A. and B.)	_____
D. Value Added Tax (12% of A. + B. + C.)	_____
Total Monthly Cost Per Personnel	_____
Multiply by the Number of Personnel Needed	10
Total Cost per Month	_____
A. Amount Due to Personnel	_____
B. Government Dues	_____
C. One Year Administrative Fee Per Person	_____
D. One Year Value Added Tax	_____
Total Cost Per Month	_____
Multiply by 12 months	12
Total Cost for One Year	_____
A. Amount Due to Personnel	_____
B. Government Dues	_____
C. Administrative Fee	_____
D. Value Added Tax	_____
Total Cost for One Year	_____



ANNEX "A-9"

**COST BREAKDOWN OF ANNUAL CONTRACT RATE
 (For Auto Mechanics)**

ASSUMPTIONS	Bid Price AMOUNT
1. Number of Personnel Required	2
1.a. Auto Mechanic	2
2. Total Number of Days Per Year	313
2.a. Ordinary days per year	293
2.b. Regular Holidays	12
2.c. Special Non-Working Days	8
3. Daily Wage	757.5
3.a. Basic Pay	757.5
3.b. COLA per day (Integrated in the basic pay)	-

COMPUTATION

A. Amount Due to Personnel

- a.1. Basic Salary (= Basic pay X 313 days / 12 months) _____
- a.2. Night Differential _____
 - a.2.1 Ordinary Working Days (**additional 10%**) _____
 - a.2.2 Regular Holidays (**additional 120%**) _____
 - a.2.3 Rest Days (**additional 43%**) _____
 - a.2.4 Special Days (**additional 43%**) _____
- a.3. Cost of Living Allowance (COLA) (=PhP0.00*(313 mandays /12 months)) _____
- a.4. 13th Month Pay (= a.1. / 12 months) _____
- a.5. Five Days Service Incentive Leave Pay (= (Basic Pay*5)/12) _____

Sub-total A

B. Government Dues

- b.1. Social Security System (from Employer's (ER) Share)
 - b.1.a. Employer's (ER) - Regular Social Security (SS) Contribution _____
 - b.1.b. Employer's (ER) - Employee's Compensation (EC) Contribution _____
 - b.1.c. Employer's (ER) - Workers' Investment and Saving's Program (WISP) Contribution _____
- b.2. Philhealth _____
- b.3. PAG-IBIG Fund Contribution _____

Sub-total B

C. Administrative Costs (Contractor's Fee) (_____ % of A. and B.)

D. Value Added Tax (12% of A. + B. + C.)

Total Monthly Cost Per Personnel

Multiply by the Number of Personnel Needed

Total Cost per Month

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. One Year Administrative Fee Per Person _____
- D. One Year Value Added Tax _____

Total Cost Per Month

Multiply by 12 months

Total Cost for One Year

- A. Amount Due to Personnel _____
- B. Government Dues _____
- C. Administrative Fee _____
- D. Value Added Tax _____

Total Cost for One Year



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 Sen. Miriam P. Defensor-Santiago Avenue (formerly Agham Road)
 Brgy. Bagong Pag-asa, Diliman, Quezon City 1105

ANNEX “A-10” –Cost Breakdown of Janitorial Supplies and Materials

Schedule of Delivery / Item	Quantity per Schedule of Delivery	Quantity per Annum	Unit	Price per Unit	Total Amount	Indicate here the Brand Name/Label	Remarks
Col. A	Col. B.	Col. C	Col. D	Col. E	Col. F Col. C x Col. E	Col. G	Col. H
A. MONTHLY							
1	Scrubbing Pad 16", green, 1" Thick	30	360	pcs.			
2	Stripper Wax	15	180	gallons			
3	All Purpose Cleaner (4 liters/gallon)	20	240	gallons			
4	Rags (Flanella type)	100	1200	yards			
5	Liquid Hand Soap	50	600	gallons			
6	Dishwashing Liquid	50	600	liters			
7	Trash Bag (XXL Transparent)	2000	24000	pcs.			
8	Trash Bag (Large, Transparent)	1000	12000	pcs.			
9	Trash Bag (Small, Transparent)	1300	15600	pcs.			

Schedule of Delivery / Item		Quantity per Schedule of Delivery	Quantity per Annum	Unit	Price per Unit	Total Amount	Indicate here the Brand Name/Label	Remarks
Col. A		Col. B.	Col. C	Col. D	Col. E	Col. F Col. C x Col. E	Col. G	Col. H
10	Detergent Washing Powder Soap	100	1200	kgs.				
11	Scrubbing Pad, 4" x 16", green	74	888	pcs.				
12	Steel Wool (16 giant pads, 200 grams/tube)	200	2400	tubes				
13	Polishing Pad 16", white, 1' thick	25	300	pcs.				
14	Stripping Pad 16", black, 1' thick	30	360	pcs.				
15	Deodorant Cake, 50 grams	500	6000	pcs.				
16	Disinfectant (Aerosol Type) at least 320ml	74	888	cans				
17	Air Freshener (Aerosol Type) at least 320ml	74	888	cans				
18	Toilet Bowl Cleaner, disinfectant	40	480	gallons				
19	Furniture Shine/Polish, Aerosol Type at least 320 ml	74	888	cans				
20	Mop Head	148	1776	pairs				

Schedule of Delivery / Item		Quantity per Schedule of Delivery	Quantity per Annum	Unit	Price per Unit	Total Amount	Indicate here the Brand Name/Label	Remarks
Col. A		Col. B.	Col. C	Col. D	Col. E	Col. F Col. C x Col. E	Col. G	Col. H
B. QUARTERLY								
21	Marble Liquid Wax (crystallizer)	3	12	gallons				
22	Soft Broom (“walis tambo”)	74	296	pcs.				
23	Stick Broom (“walis tingting”)	50	200	pcs.				
24	Carpet Shampoo	2	8	gallons				
25	Carper Stain Remover	1	4	gallons				
26	Vinyl wax/Complete Wax	20	80	gallons				
27	Glass Cleaner (4 liters/gallon)	2	8	gallons				
28	Metal Polish (150 ml)	5	20	cans				
29	Mop Handle	125	500	pcs.				
30	Trigger Spray Bottle (cap. 500 ml)	74	296	pcs.				
31	Rubber Hand Gloves, Heavy Duty	20	80	pairs				

Schedule of Delivery / Item		Quantity per Schedule of Delivery	Quantity per Annum	Unit	Price per Unit	Total Amount	Indicate here the Brand Name/Label	Remarks
Col. A		Col. B.	Col. C	Col. D	Col. E	Col. F Col. C x Col. E	Col. G	Col. H
C. SEMESTRAL								
32	Wood Hand Brush w/ handle	40	80	pcs.				
33	Toilet Bowl Brush w/ handle	40	80	pcs.				
34	Paste Wax (Red Light Wax)	3	6	gallons				
35	Ceiling Broom	15	30	pcs.				
36	Liquid hand soap dispenser (pump refillable empty bottle, capacity 400-500 ml), heavy duty	74	148	pcs.				

Schedule of Delivery / Item	Quantity per Schedule of Delivery	Quantity per Annum	Unit	Price per Unit	Total Amount	Indicate here the Brand Name/Label	Remarks
Col. A	Col B.	Col. C	Col. D	Col. E	Col. F Col. C x Col. E	Col. G	Col. H
D. ANNUAL							
37	Dust Pan	81	81	pcs.			
38	Plunge/Toilet Rubber Pump, Heavy Duty	25	25	pcs.			
39	Plastic Pail	72	72	pcs.			
40	Squeegee w/ metal handle	50	50	pcs.			
41	Push Brush 12" with handle	74	74	pcs.			
42	Dust Mop Head, cotton	15	15	pcs.			
					Total Amount (Sum of Items 1 to 42)	Total Amount in Words	

CERTIFICATION

This is to certify that the above cited brands/labels for the supplies and materials will be the same brands/labels to be delivered and used at the Office of the Ombudsman during the duration of the contract.

Attached are the pictures of the supplies and materials as reference.

Signature Over Printed Name

Designation:

Date signed:

Price Schedule for Goods Offered from Abroad (If applicable)
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

**Price Schedule for Goods Offered from Within the Philippines
(If applicable)**

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

[Note: The Bidder must **submit two copies** of the first envelope-(1) Original Copy and (2) Copy 1]

Class “A” Documents

Legal Documents

- Valid and current Certificate of PhilGEPS Registration Certificate (**Platinum Membership**) (all pages) in accordance with Section 8.5.2 of the IRR of RA 9184 and GPPB Resolution No. 15-2021 dated 14 October 2021¹;

Notes: Only the current/updated Certificate of PhilGEPS Registration (Platinum Membership) shall be accepted during the Opening of Bids. Also, expired Certificate shall be a ground for the bid to be considered “failed”.

Technical Documents

- Statement of the 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 [*see sample form*]; **AND**
- 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 [*see sample form*]; **AND**
- 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 [*see sample form*]; **AND**
- Ombudsman Bid Form No. 1** - Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **AND**
- Original duly signed Omnibus Sworn Statement (OSS) [use GPPB prescribed form as per GPPB Resolution NO. 16-2020] [*see sample form*]; **AND**
- Proof of Appointment of Bidder’s Authorized Representative(s):
 NOTARIZED Certificate issued by the Corporate Secretary (for Corporation/Cooperative/Joint Venture) or issued by the Managing Partner or President (for Partnership), attesting the appointment of the bidder’s representative(s) [*see sample form*]; **OR**

¹ The following are the related provisions/requirements based on GPPB Resolution No. 15-2021 dated 14 October 2021 regarding submission of valid/current PhilGEPS Certificate of Registration (Platinum Membership):

- LIFT the suspension on the implementation of mandatory submission of the PhilGEPS Certificate of Registration (Platinum Membership) in Competitive Bidding and Limited Source Bidding, thus, fully enforcing Section 8.5.2 and 54.6 of the 2016 revised IRR of RA 9184 starting 01 January 2022; and
- AMEND Sections 23.1(a)(ii) and 24.1(a)(ii) of the 2016 revised IRR of RA 9184 to reflect that the submission of the recently expired Mayor’s Permit together with the Official Receipt as proof that the prospective bidders has applied for renewal within the period prescribed by the concerned local government unit shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184

NOTARIZED Special Power of Attorney for Sole Proprietorship [see sample form]

Financial Documents

BIDDER'S COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)² [see sample form] **OR**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation [see sample form].

Class "B" Documents

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.

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

[For foreign bidders claiming by reason of their country's extension 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.

If the Bidder claims preference as a Domestic Bidder/Domestic Entity, the Bidder must submit:

Certification from the Department of Trade and Industry stating that the articles forming part of its bid are substantially composed of articles, materials, supplies grown, produced, or manufactured in the Philippines.

II. FINANCIAL COMPONENT ENVELOPE

[Note: The Bidder must submit **two copies of the second envelope**-(1) Original Copy and (2) Copy 1]

Ombudsman Bid Form No. 2 - Original of duly signed and accomplished Financial Bid Form³; **AND**

Original of duly signed and accomplished **Summary of Detailed Cost Breakdown (Annex "A"), Detailed Annual Contract Rate for Janitorial and Other Maintenance Personnel (Annexes "A-1" to "A-9") and Cost Breakdown of Janitorial Supplies and Materials (Annex "A-10")**; **AND**

Original of duly signed and accomplished **Price Schedule(s)**

Important note:

For authentication purposes, ALL PAGES of the bidding documents for submission **must be certified by the authorized signatory** of the participating Bidder/Company. The bidders are also reminded to put proper tab on each bidding documents. The bidder should use the prescribed Sample Forms on the pages indicated in the table of Sample Forms.

² NFCC=[(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portion of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

³ Note: Where a required item is provided but no price is indicated, the same shall be considered as non-responsive. However, specifying a "0" (zero) or "-" (dash) for the said item would mean that it is being offered for FREE to the government, except those required by law or regulations to be provided for (Section 32.2.1 (a), Rule IX, IRR)

OFFICE OF THE OMBUDSMAN
Bids and Awards Committee

SAMPLE FORMS	Page
Omnibus Sworn Statement (Revised)	72-73
Authority of Signatory – Special Power of Attorney	74
Authority of Signatory – Secretary’s Certificate	75-76
Statement of All Ongoing Government and Private Contracts Including Contracts awarded but not yet started either similar in nature or not similar in nature and complexity to the contract to be bid	77
Statement identifying the bidder’s Single Largest Completed Contract (SLCC)	78
NFCC/Financial Documents for Eligibility Check	79
Credit Line Certificate	80-81
Bank Guarantee Form	82
Contract Agreement Form (Revised)	83-84
Bid-Securing Declaration (Revised)	85
Performance Securing Declaration (New)	86

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, PROCUREMENT AGENT IF ENGAGED, 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, PROCUREMENT AGENT IF ENGAGED, 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, PROCUREMENT AGENT IF ENGAGED, 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 include:
 - 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; and
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*

SUBSCRIBED AND SWORN to before me this day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s personally appeared before 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 _____, with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

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 _____.

SPECIAL POWER OF ATTORNEY

I, _____, President of _____, a corporation incorporated under the laws of _____, with its registered office at _____, by virtue of Board Resolution No. _____ dated _____, has made, constituted, and appointed _____ true 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 _____ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative 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 _____.

Affiant

Signed in the Presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____ 20__, personally appeared:

NAME CTC/Government Issued ID NO. ISSUED AT/ON

known to me and known to be the same person/s who executed the foregoing instrument consisting of _____() pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is their 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.

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 _____.

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the law of the _____ DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

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, that _____ be, as it hereby is, authorized to participate in the bidding of _____ by the Office of the Ombudsman; and that if awarded the project shall enter into contract with the Office of the Ombudsman; and in connection therewith hereby appoint _____ acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the _____ hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the _____ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the _____ shall not seek and obtain writ of injunctions or prohibition or restraining order against the Office of the Ombudsman or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____ 20 __, personally appeared:

<u>NAME</u>	<u>CTC/Government Issued ID NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person/s who executed the foregoing instrument consisting of _____() pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is their 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.

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 _____.

STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS

I/We _____, do hereby state that:

1. I/We am/are the authorized and designated representative(s) of _____ (Name of Bidder) with office address at _____;and
2. I/We am/are making this Statement of All Ongoing Government and Private Contract(s) as of _____ in compliance with Section 23.1 and 24.1 of the Revised IRR of RA 9184 and in accordance with the requirements of the Office of the Ombudsman- Bids and Awards Committee:

ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING THOSE AWARDED BUT NOT YET STARTED

Project Name and Description	a. Client Name b. Address c. Telephone Nos. d. Contact Person	a. Date Awarded b. Date Started c. Date of Completion	Title of the Project in the Contract	% of Accomplishment		Contract Amount	Value of Outstanding Contracts/ Undelivered Portion	Date of Delivery/ Completion
				Planned	Actual			
<u>GOVERNMENT:</u>								
<u>PRIVATE:</u>								
				TOTAL COST				

Important notes:

This statement shall be supported with:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner

Submitted by:

Signature Over Printed Name of Authorized Representative

Name of the Company: _____

Date Signed: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE REQUIREMENT

I/We _____, do hereby state that:

1. I/We am/are the authorized and designated representative(s) of _____ (Name of Bidder) with office address at _____;
2. I/We am/are making this Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid in accordance to the provisions of RA 9184 and the requirements of the Office of the Ombudsman- Bids and Awards Committee; and
3. The following are the details about the said single largest completed contract similar to the Project within the last five (5) years:

Name of the Contract	Company Name, Contact Person, and Contact Number	Description of Similar Contract	Items/Goods	Amount of Contract	Date of Completion

Note: Description of Similar Contract (*description should show with the requirements such as kinds of goods sold, nature/scope of the contract for the procuring entity to determine the relevance of the entries with the Procurement at hand*)

This statement shall be supported with:

1. Certificate of Acceptance by the end-user or Official Receipt (OR) or Sales Invoice)
2. Contract or Purchase Order

Submitted by:

Signature Over Printed Name of Authorized Representative

Name of the Company: _____

Date Signed: _____

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

	CURRENT ASSET		PhP	
	CURRENT LIABILITIES	(less)	PhP	
	NETWORTH		PhP	
			PhP	
			PhP	
VALUE OF ALL OUTSTANDING CONTRACTS	(less)		PhP	
			PhP	
VALUE OF ALL AWARDED BUT NOT YET STARTED CONTRACTS	(less)		PhP	
NET FINANCIAL CONTRACTING CAPACITY			PhP	

Notes:

The information herein will be based on financial statement for immediately preceding calendar year duly audited and received by the BIR

The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = 15 (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

K = is fixed to 15 (Reference 2016 IRR, RA 9184)

The bidder may submit a committed Line of Credit from a Universal or Commercial Bank which must be equal to 10% of the ABC, in lieu of its NFCC computation (Reference: 2016 IRR, RA 9184).

Submitted by:

Signature Over Printed Name of Authorized Representative

Name of the Company: _____

Date Signed: _____

CREDIT LINE CERTIFICATE

Date: _____

HON. JESUS CRISPIN C. REMULLA

Ombudsman
Office of the Ombudsman
Sen. Miriam P. Defensor-Santiago Avenue (formerly Agham Road)
Brgy. Bagong Pag-asa, Diliman, Quezon City 1105

CONTRACT / PROJECT : _____
COMPANY / FIRM : _____
ADDRESS : _____
BANK : _____
ADDRESS : _____
AMOUNT : _____

This is to certify that the above Bank with business address indicated above, commits to provide the _____, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the _____ of the Notice of Award and such line of credit shall be maintained until the project is completed by the Contractor.

This Certification is being issued in favor of said _____ in connection with the bidding requirement of the Office of the Ombudsman for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized
Financing Institution Officer : _____
Official Designation : _____

Concurred By:
Name & Signature of Supplier/Distributor/
Manufacturer/Contractor's
Authorized Representative : _____
Official Designation : _____

Note: The amount committed should be machine validated.

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____ 20____, personally appeared:

NAME CTC/Government Issued ID NO. ISSUED AT/ON

known to me and known to be the same person/s who executed the foregoing instrument consisting of _____() pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is their 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.

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 _____.

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in Section 2.2, General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

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 an 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 the event a Wage Order is issued by the*

DOLE raising the minimum wage at any time during the effectivity of the Contract, the Procuring Entity shall cause the payment of the amount corresponding to such increase; provided that the increase in the wages for the Supervisor, Assistant Supervisor, skilled workers and drivers shall be based on the percentage of the increase in the minimum wage, in order to avoid wage distortion.

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 Signatory's Legal Capacity]

[Insert Name and Signature]
[Insert Signatory's Legal Capacity]

for:
[Insert Procuring Entity]

for:
[Insert Name of Supplier]

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____ 20__, personally appeared:

NAME CTC/Government Issued ID NO. ISSUED AT/ON

known to me and known to be the same person/s who executed the foregoing instrument consisting of _____() pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is their 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.

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 _____.

Bid Securing Declaration Form

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

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

SUBSCRIBED AND SWORN to before me this day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s personally appeared before 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 *[_____]*, with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

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 _____.

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.
2. 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;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. 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*

SUBSCRIBED AND SWORN to before me this day of [month] [year] at [place of execution], Philippines. Affiant/s personally appeared before 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 [____], with his/her photograph and signature appearing thereon, with no. ____ issued on ____ at ____.

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. _____
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Series of _____.

Republic of the Philippines



Government Procurement Policy Board