



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
Port of Iloilo  
5000



## REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Port of Iloilo Collection District VI Office, will undertake a Small Value Procurement for the **Provision of Janitorial Manpower Services**, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project : **Provision of Janitorial Manpower Services**  
Location : Bureau of Customs Bldg., Muelle Loney St., Iloilo City  
Approved Budget for the Contract: Four hundred forty two thousand six hundred nineteen pesos and forty centavos (**Php 442, 619.40**) inclusive of tax  
Contract Duration : October 1, 2018 to September 30, 2019

QTY.	DESCRIPTION
1 lot	Janitorial Manpower Services with 2 Male and 1 Female Janitors

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, BIR COR (Form 2303), and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **September 24, 2018** 5:00 p.m., at Collector's Office, 2nd Floor, Bureau of Customs Bldg., Muelle Loney St., Iloilo City.

Award of contract shall be made to the lowest quotation, which complies with the minimum description and other terms and conditions stated in the attached schedule of requirements and technical specifications.

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

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

For inquiry, you may contact us at Telefax no. 335-0998/337-2684 or email us at [portofiloilo@yahoo.com](mailto:portofiloilo@yahoo.com) or [susherrie.farren@customs.gov.ph](mailto:susherrie.farren@customs.gov.ph).

Very truly yours,

  
**DR. WIVINA B. PUMATONG, CESE**  
Acting District Collector



### SCHEDULE OF REQUIREMENTS

The Supplier shall provide the Procuring Entity with the following:

#### I. Deployment Schedule

BOC Offices	Janitor	Time Slot 7:00 AM to 3:00 PM (Male Attendant)	Time Slot 8:00 AM to 5:00 PM (Female Attendant)
Collector's Office, Assessment Division, Export Division, Accounting Office, Auditor's Office, Lobby at 1 <sup>st</sup> and 2 <sup>nd</sup> Floor	2	1	1
Administrative Division, Port Operations Division, CIIS, CPD-ESS, Chapel, Rigor Hall	1	1	
<b>TOTAL</b>	<b>3</b>		

Note: The deployment schedule shall be for Monday to Friday, excluding holidays, and may be changed during contract implementation.

#### II. Supplies and Equipment

Item No.	Description	Qty.	Delivered, Weeks/Months
I.	Cleaning Equipment/Tools		
	- Heavy duty floor polisher, size 16"	1	One time delivery
	- Mop Squeezer with bucket	1	One time delivery
	- Dust Mop	3	One time delivery
	- Glass Squeegee	3	One time delivery
	- Mop Set	2	One time delivery
II.	Cleaning Supplies and Materials/Unit		
	- Floor Finishing Wax/Gal	3	Quarterly
	- Mop Head	12	Quarterly
	- Liquid Hand Soap/Gal	2	Monthly





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-	Muriatic Acid/Gal	4	Monthly
-	Glass Cleaner/Gal	10	Quarterly
-	Polishing Pads 16"/pc	10	Quarterly
-	Soft Broom (Tambo)/pc	10	Quarterly
-	Broom (Walis Tingting)/pc	10	Quarterly
-	Rubber Pump/pc	8	One time delivery
-	Dust Pan/pc	12	Quarterly
-	Ceiling Broom/pc	3	One time delivery
-	Pail with Dipper/Set	3	Semi-annual
-	Rags/pc (pranela)	30	Semi-annual

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Representative

\_\_\_\_\_  
Date



### TECHNICAL SPECIFICATIONS

Note: Bidders must state either "**Comply**" or "**Not Comply**" in the column "Statement of Compliance" against each of the individual parameters of each Specification.

Item No.	Specification	Statement of Compliance
<b>I.</b>	<b>PERFORMANCE CRITERIA</b>	
	The Contractor shall maintain a satisfactory level of performance throughout the contract period based on the following set of performance criteria:	
	1. Quality of service delivered	
	2. Time management	
	3. Management and suitability of personnel	
	4. Contract administration and management	
	5. Provision of regular progress report	
	6. Attentiveness and presence of mind	
	7. Compliance with BOC instructions and policies	
	The foregoing criteria shall be used to assess the quarterly level of performance of the Contractor and its janitorial personnel as basis for continuity of the contract.	
<b>II.</b>	<b>TECHNICAL EVALUATION PARAMETERS</b>	
<b>1.</b>	<b>Stability</b>	
	a. Years of experience- At least 5 years in the janitorial business	
	b. Organizational set up- with good and efficient office set-up, personnel, office tools and equipment	
<b>2.</b>	<b>Resources</b>	
	Number and Kind of Equipment and Supplies- With the minimum number and kind of equipment and supplies as specified under Schedule of Requirements	
<b>3.</b>	<b>Housekeeping Plan-</b> Said plan must be tailored fit for the service requirements of the BOC. The Contractor shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan. The Housekeeping Plan should accordingly be made part of the Contractor's submission.	
<b>4.</b>	<b>Other Factors</b>	
	a. Recruitment and Selection Criteria- The Contractor shall ensure and submit a statement certifying that the janitors to be assigned in the BOC have undergone adequate and relevant training before deployment, and have satisfactorily passed the	





	Contractor's relevant screening and selection tests to determine their fitness to perform said services.	
	b. Completeness of uniforms and other paraphernalia.	
<b>III.</b>	<b>HOUSEKEEPING PLAN</b>	
<b>1.</b>	<b>Daily Housekeeping Responsibilities-</b> Including but not limited to the following areas: (i) common office area; (ii) conference rooms; (iii) hallways/corridors; (iv) stairways; (v) pantry; (vi) restrooms; (vii) storage rooms; and (viii) grounds	
	a. Report to each respective assigned area; sweep the floor and pick-up with the dustpan litters scattered around the BOC premises.	
	b. Scoop off any sticky substance or dirt on the floor with putty knife and clean with damp cloth or rag.	
	c. Mop the floor with damp mop head. Finish cleaning with clean and dry mop head.	
	d. Wipe with damp cloth or rag all tables, chairs, computers, steel and wooden cabinets, electric fans, telephone instruments, refrigerators, air conditioning grilles and casing, and other office equipment. Finish cleaning with a clean and dry cloth or rag.	
	e. Empty waste baskets/receptacles. Clean same with liquid detergent and rinse off with water and let dry. Return wastebaskets receptacles to their respective places.	
	f. Wipe with damp cloth all window sills, window panes/glass, mirrors, roman shades, aluminum/stainless steel frame doors and stair railings.	
	g. Remove stain marks or dirt on walls, doors and building posts with chemical removers or with cloth, soak in liquid detergent or cleanser. Finish cleaning with damp cloth or rag.	
	h. Wash with water the whole area of the comfort room, then sweep and drain. Drain or remove water inside toilet bowl before pouring cleanser. Sprinkle cleanser on walls and floor tiles, water closet tank, lavatory and sink, and toilet bowl. Scrub inside of toilet bowl with brush or sponge with handle, then flush. Scrub with brush or sponge the whole area of the comfort room. Rinse off with water and dry and clean mop/cloth. Clean mirrors with damp newspaper or cloth and finish cleaning with dry cloth. Spray comfort room with air freshener.	
	i. Sweep and clean driveways.	
	j. Cut/uproot unsightly grass growth.	
	k. Water potted/indoor ornamental plants inside the BOC offices.	





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	l. Trim and remove dried leaves both inside and outside BOC.	
	m. Attend to the needs of any meetings as may be required by each office or bureau.	
	n. Report any unnecessary maintenance repairs immediately.	
	o. Stay in their respective post for messengerial/errand work.	
<b>2.</b>	<b>Weekly Maintenance-</b> general cleaning of all areas every Friday.	
	a. Scrub and strip off sticking dirt, particularly those inner areas and corners. Wash clean with soap and water, then dry.	
	b. High clean/sweep cobwebs off the ceiling and wipe light fixtures/diffuser and upper walls.	
	c. Remove dirt and wash clean with soap and water all window grilles and panes, stairways, balcony and walls.	
	d. Thoroughly clean all comfort rooms particularly the toilet bowls, lavatories and men's urinals. Apply disinfectant and deodorize all areas.	
	e. Thoroughly clean office furniture and fixtures and other office equipment, taking extra care in moving the same to avoid damage.	
	f. Apply floor wax on floors and polish shine.	
	g. Spray insecticide or apply rodenticides inside BOC offices to eradicate rats, flies, mosquitoes, termites, white ants and other pests.	
	h. Spray insecticide or apply rodenticides inside BOC offices to eradicate rats, flies, mosquitoes, termites, white ants and other pests.	
	i. Clean catch basins and all planter boxes.	
	j. Clean/wash garbage cans.	
	k. Clean all parts of the refrigerator.	
	l. Clean microwave oven/oven toasters; etc.	
<b>3.</b>	<b>Monthly maintenance every last Wednesday of the month.</b>	
	a. Wipe/clean venetian blinds.	
	b. Clean inside windows	
	c. Clean door jambs, balusters, and handrails.	
	d. Clean glass walls/partitions.	
	e. Wash walls.	
<b>4.</b>	<b>Miscellaneous services to be performed whenever required.</b>	
	a. Provide logistical assistance during meetings and conferences.	
	b. Haul/move office furniture, fixtures and equipment.	



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	c. Messengerial and errand work (if done with their cleaning).	
	d. Make available at all times relievers and/or replacements to ensure continuous and uninterrupted services in case of absence of the janitor regularly assigned to each office or bureau or area.	
	The Supplier shall certify that all equipment to be supplied to the Bureau are brand new.	

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Representative

\_\_\_\_\_  
Date





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Annex "A"

**PRICE QUOTATION FORM**

\_\_\_\_\_  
 Date  
 The Bids and Awards Committee  
 Bureau of Customs  
 Port of Iloilo

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the project, **Provision of Janitorial Manpower Services.**

Quantity	Description	Unit Cost (Inclusive of VAT)	Total Cost (Inclusive of VAT)
1 lot	Janitorial Manpower Services with 2 Male and 1 Female Janitors		

Total amount in words: \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
 Name/ Signature of Representative

\_\_\_\_\_  
 Name of Company and Address

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)





### FINANCIAL PROPOSAL SUBMISSION SHEET

Date: \_\_\_\_\_

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for the Provision of Janitorial Manpower Services for the period September 2, 2018- September 3, 2019.

PARTICULARS	Php _____ In words: _____
I. Monthly charge for three (3) janitorial attendants (Detailed computation attached)	
II. Total costs for the cleaning equipment/tools and supplies.	
III. Administrative Overhead Margin	
IV. Total Annual Contract Cost (Inclusive of VAT)	Php _____ (VAT Inclusive) In words: _____

Very truly yours,

\_\_\_\_\_  
Name of Company/Address/Contact Number

\_\_\_\_\_  
Name/ Signature of Representative

\_\_\_\_\_  
Date