



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
BICOL REGION

REQUEST FOR QUOTATION

Date: June 26, 2018
Quotation No.2018-06-35

Company Name:
Address:

Please quote your lowest price on the following item/s, subject to the general conditions on the note below, stating the price validity. Submit your quotation duly signed by your representative not later than June 29, 2018.


 EDNA CYNTHIA S. BERCES
 Chairperson 

ABC - PhP238,012.20

ITEM NO	ITEM & DESCRIPTION	QTY.	UNIT PRICE
1	Proposal for the provision of Janitorial Manpower Services to consist of three (3) janitors - 2 males and 1 female for NEDA Region 5 from July 1, 2018 to December 31, 2018	3 pax	

Printed Name/Signature

Tel. No./Cellphone No.
e-mail address
Date



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**TERMS OF REFERENCE FOR THE PROCUREMENT OF
JANITORIAL SERVICES**

A. OBJECTIVE

To acquire a reputable supplier of janitorial services that will provide efficient janitorial services to NEDA Regional Office 5; has a pool of well trained personnel who are able to provide adequate, reliable maintenance services to ensure orderliness and sanitation of the office' premises.

B. BUDGET

The engagement of a Janitorial Agency shall be for a period of six (6) months starting July 1, 2018 to December 31, 2018. The total budget for janitorial services is TWO HUNDRED THIRTY EIGHT THOUSAND TWELVE & 20/100 (PhP238,012.20).

C. SCOPE OF SERVICES

Janitors shall render eight (8) hours of work everyday from Monday to Saturday from 7:00AM to 4:00PM (2 janitors) and 8:00AM to 5:00PM (1 janitor).

I. Daily Routine

- a. Sweeping, dusting, mopping and polishing floors of all rooms, corridors, lobbies, stairs and entrances or areas which may be specified by the client;
- b. Cleaning and sanitizing of comfort rooms, pantries and sinks and removal of spots or stains from floors and other surfaces;
- c. Cleaning of driveways, parking spaces and surroundings of the buildings;
- d. Proper disposal of solid waste from various parts of the area assigned to the designated trash storage;
- e. Upkeep of indoor potted and garden plants.

2. Weekly Routine

- a. Spot scrubbing, dirt stain removal and cleaning of chairs, tables and combi blinds;
- b. Thorough cleaning, washing and scrubbing, of all rooms and comfort rooms facilities;
- c. Cleaning and polishing on the inner and outer surfaces of all window glasses, walls, counters, light diffusers, picture frames and hanging wall frames, and;
- d. Washing, scrubbing, stripping, waxing and polishing floors.

3. Monthly Routine

- a. Dusting and removing of cobwebs from ceiling of the premises;
- b. Cleaning of ornamental plants and polishing of metal signs;
- c. General cleaning of combi blinds;
- d. Spraying of insecticides and other pest control activities;
- e. Disinfecting of all bathrooms;
- f. Refilling of liquid deodorizers in all bathrooms.

4. Quarterly Routine

- a. Thorough and general cleaning of all areas;
- b. Thorough shampooing of all chairs, rugs and blinds

5. Miscellaneous Routine

- a. Miscellaneous work such as carrying, transporting or moving of office furniture, equipment, supplies within and/or outside office premises as may be assigned from time to time during NEDA and RDC related activities;
- b. Rendition of overtime services during emergency and urgent situations may be allowed as determined by FAD subject to approval of the Regional Director;
- c. Report to the Administrative Officer any damaged/leaking pipe plumbing, water and toilet facilities, electrical, and any damaged furniture and fixture that will need immediate repair.

D. SUPPLIES, MATERIALS AND EQUIPMENT

The Janitorial Agency shall provide the needed tools, supplies, materials and equipment worth FOUR THOUSAND EIGHT HUNDRED ONLY (PhP4,800.00) per month to be determined by the Administrative Officer in coordination with the janitors. All supplies and materials should be of guaranteed high grade quality to ensure and maintain maximum cleaning results.

List of supplies and materials

- Rags
- Liquid Wax
- Powder soap
- Soft brooms
- Stick brooms
- Alcohol
- Toilet Tissue
- Muriatic Acid
- Disinfectant
- Insecticides spray
- Toilet bowl cleaner
- Plastic garbage bag
- Mop head
- Liquid hand soap
- Dishwashing liquid
- Metal polish
- Scrubbing pad
- Scouring pad
- Dust pan
- Toilet brush
- Hand brush
- Toilet rubber pump/flusher
- Ceiling brooms
- Mop handle
- Pail
- Fertilizer for plants

NOTE: Other janitorial supplies and materials not listed will also be requested as long as it is within the allowable budget limit per month.

REQUIREMENTS:

- 1 – Organizational Chart
- 2 – PhilGeps Registration – Platinum
- 3 – Statement of all ongoing and completed government and private contracts within two (2) years prior to the deadline for the submission and receipt of bids.
- 4 – Audited financial statements stamped and “received” by the BIR or its duly accredited and authorized institutions for the preceding calendar year which shall not be earlier than two (2) years from bid submission.