



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGIONAL OFFICE NO. 1

Aguila Road, Sevilla, City of San Fernando, La Union
Tel. Nos. 888- 2289 (BAC Chair) or (072) 888-2108 (Secretariat)
email: dilgr1.bac@gmail.com

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REQUEST FOR QUOTATION

The **Department of the Interior and Local Government Regional Office 1 (DILG RO 1)**, through its Bids and Awards Committee (BAC), invites service providers to submit their quotation for the **Procurement of Janitorial / Sanitation Maintenance and General Utility Services for the Period Covered October 1, 2016 to September 30, 2017** with an Approved Budget for the Contract (ABC) of **Two Hundred Thousand Pesos (Php 200,000.00)** which the entity will procure through Small Value Procurement in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

I. SCOPE OF SERVICES / REQUIREMENTS

Scope of contract includes the provision of two (2) manpower: a male and a female, who are physically and mentally fit for work, of good moral character with no pending administrative case or record by a contractor. The contractor shall provide daily, and weekly janitorial/sanitation maintenance to DILG I Regional Office that includes but not limited to the following:

DAILY

- a. Sweeping, spot-scrubbing, mopping, buffing and polishing of floors and hallways, offices and lobbies of the areas in the regional office and its premises;
- b. Cleaning of ash trays, trash receptacles and spittoons;
- c. Cleaning, deodorizing and sanitizing of toilets and restrooms using special disinfecting agents on the wash basins, urinals, lavatories and toilet bowls;
- d. Dusting of horizontal and vertical surfaces, glass tops, furniture, cabinets, inside window edges and partition that requires daily attention;
- e. Garbage collection/disposal such as waste papers, cigars, cigarette butts, and match sticks;
- f. Sweeping and polishing of the front and back entrance hallways and surroundings;
- g. Sweeping and cleaning the driveways and parking areas; and
- h. Performs such other general utility and janitorial/sanitation maintenance services as may be assigned by the Office thru its authorized representative.

WEEKLY

- a. Cleaning, washing and polishing of glass malls and jalousies, glass windows (inside and outside) frame and screen;

- b. Washing, scrubbing, polishing and stripping, waxing and polishing of floors according to schedule;
- c. Cleaning and polishing of furniture, fixtures, counters, including items or equivalent that need specialized attention;
- d. Gardening, trimming/cutting tall grasses, watering of plants and bringing out indoor potted plants;
- e. Thorough general cleaning, sanitizing, and disinfecting of wash rooms and toilets together with the walls, floors, partitions and ceilings.

Bidders should have completed, within three (3) years from the date of submission and receipt of quotation, a contract similar to the project. Moreover, Eligibility documents to be submitted are two (2) copies of the following:

- Certified True Copy of the bidder's Securities and Exchange Commission Registration Certificate, Articles of Incorporation and By-Laws or approved amendments thereto (for Corporations); or DTI Certificate of Registration (for Sole Proprietorship); or Articles of Partnership;
- Tax Clearance
- Current and Valid Business Permit;
- SSS Clearance;
- PhilGEPS Registration;
- Latest Audited Financial Statements;
- List of clients served;
- Company's Profile.

II. CONTRACT PERIOD

The Janitorial / Sanitation Maintenance and General Utility Services shall be provided 8- hours daily from October 1, 2016 to September 30, 2017.

III. QUOTATION

The Quotation shall contain a computation of their daily wage.

The DILG RO 1 now invites legally, technically, financially capable and reputable service providers to submit their quotation for **Procurement of Janitorial / Sanitation Maintenance and General Utility Services for the Period Covered October 1, 2016 to September 30, 2017.**

Sealed quotations and documentary requirements (Annex "A") must be delivered/submitted to the address below on or before **August 17, 2016**. Late proposal shall not be accepted.

**THE BIDS AND AWARDS COMMITTEE
DILG REGIONAL OFFICE 1
AGUILA ROAD, SEVILLA,
CITY OF SAN FERNANDO, LA UNION**

The DILG RO 1 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 **MR. PEDRO D. GONZALES**, BAC Chair or the BAC Secretariat at Tel. Nos. 888- 2289 (BAC Chair) or (072) 888-2108 (Secretariat).


PEDRO D. GONZALES
Chairperson, BAC

SET OF MINIMUM REQUIREMENTS

Janitorial Services

1. Stability

- (a) Years of Experience
 - ✓ at least five (5) years
- (b) Liquidity of the Contractor
 - ✓ Net Financial Contracting Capacity (NFCC) at least equal to ABC

- (c) Organizational Set-up

2. Resources

- (a) No. and Kind of Equipment
 - ✓ actual number of equipment

- (b) No. of Janitors
 - ✓ ten (10) janitors
 - ✓

3. Housekeeping Plan

- ✓ based on personnel deployment from 6am to 6pm on 8-hour basis

4. Other Factors

- (a) Recruitment and Selection Criteria
 - ✓ at least second (2nd) year high school
 - ✓ health certificate
 - ✓ drug test with proof of certificate from government accredited granting office

- (b) Completeness of Uniforms and Other Paraphernalia
 - ✓ standard company uniform