

**INVITATION TO BID FOR THE NEGOTIATED
PROCUREMENT AFTER TWO-FAILED BIDDINGS of
“Provision of Janitorial Manpower Services for CY 2021”**

ITB No. DSWD7-NP-2021-02

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2021 General Appropriations Act* intends to apply the sum of **Two Million Four Hundred Twenty-Four Pesos Only (₱2,424,000.00)** payments under the contract for the **INVITATION TO BID FOR THE NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS of “Provision of Janitorial Manpower Services for CY 2021”**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DSWD Field Office VII* now invites bids from **PhilGEPS registered service providers**. Delivery of the services is required within **Section VI. Schedule of Requirements**. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **single largest completed contract (SLCC)** similar to the Project, of **at least 50% of the ABC or amounting to at least ₱1,212,000.00**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/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 5183.

4. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.
5. Below is the schedule of negotiation activities:

Activity	Schedule	Venue
Negotiation Conference	February 18, 2021, 10:00 AM	DSWD Field Office VII Conference Room
Deadline for Submission Bids	March 3, 2021, 9:45 AM	
Opening of Bids	March 3, 2021, 10:00 AM	

The *DSWD Field Office VII* will hold a Negotiation Conference and Opening of Bids on the above-mentioned schedules at ***DSWD Field Office VII Conference Room, Cebu City*** and/or through ***video-conferencing via Google Meet using the code: procurement7***, which shall be open to prospective bidders.

Note:

DSWD Field Office is implementing health screening and temperature check for all personnel, visitor's and client. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premise.

6. Participating bidders shall submit two (2) copies of their duly accomplished eligibility and technical and financial requirements listed below:

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
and
- (b) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Area;
and
- (d) Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of 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; **and**

- (h) Original copy of the Bid Security. If in the form of Surety Bond, submit also a certification issued by the Insurance Commission, **or** Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Schedule of Requirements and Technical Specifications, which may include production / delivery schedule, manpower, requirement, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative, or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Technical Documents

- (k) The Supplier's audited financial statement, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or**
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture (JVA) in case the joint venture is already in existence; Or
Duly notarized statements from all the potential 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)

- (n) [For foreign bidders claiming by reason of their country's extension of 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.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original duly signed and accomplished Financial Bid Form; **and**
- (b) Original duly signed and accomplished Priced Schedule(s) / Financial Proposal Sheet(s)

7. The *DSWD-FO VII* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

MS. AILEEN G. CUEVAS

Head, BAC Secretariat

DSWD – Field Office VII

M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City

Tel. Nos. (032) 2338785 local 140

Email Add: bac.fo7@dswd.gov.ph

Website: <https://fo7.dswd.gov.ph/>

February 10, 2021

(SGD) GRACE I. YANA

Vice-Chairperson, Bids and Awards Committee I

Schedule of Requirements

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

Item	Description	Qty.	Office/Station	Work Schedules		Contract Duration
				Hours of Duty	Days of Duty	
I	Manpower					
	Janitor (Female/Male)	4	Field Office VII and ACSWD Office	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	Crisis Intervention Section / SWAD-Cebu Office	8	Mon-Sat	8 Months
	Janitor (Male & Female)	2	Area Vocational Rehabilitation Center II (AVRC II), Camomot-Franza Rd., Labangon, Cebu City	8	Mon-Sat	8 Months
	Janitor (Female)	1	Home for Girls, Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	Reception and Study Center for Children (RSCC), Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	SWAD-Bohol Office & Warehouse, Tagbilaran City, Bohol	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	Warehouse, Dumaguete City, Negros Oriental	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	SWAD-Negros Office, Dumaguete City, Negros Oriental	8	Mon-Sat	8 Months
	Janitor (Female/Male)	5	Visayas Disaster Response Center (VDRC), Mandaue City	8	Mon-Sat	8 Months
	TOTAL MANPOWER NEEDED – 17 JANITORIAL PERSONNEL					

II	Tools & Supplies				
	Basic tools and Cleaning supplies	1 lot	Per Janitor	Continuous and sufficient supplies available at all times *** Supplies should-be delivered on the first week of the month	8 Months

I hereby certify to comply and deliver the goods within the above-stated period.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Technical Specifications

Bidders must state either “**Comply**” or “**Not Comply**” in each of the individual parameters of each Specification stating the corresponding performance parameter of the item offered. Statements of “Comply” or “Not Comply” must be supported by evidence and cross-referenced to that evidence or may copy the specification stated in verbatim if applicable. A statement of “Comply” or “Not Comply” 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.

Item No.	Specification	Statement of Compliance/Bidder's Specification
I.	Janitorial Manpower	
	a. The Contractor shall provide 17 janitors / utility personnel who are: <ol style="list-style-type: none"> 1. At least 2nd year high school, <i>preferably high school graduate</i> 2. Of good moral character and without criminal or police records; 3. Physically and mentally fit, proven and supported by a medical certificate and with good grooming; 4. Duly trained and skilled to function as janitorial personnel; 5. Must have basic knowledge and skills in cleaning, housekeeping and organizing things; 6. Has the ability to work well under minimal supervision; 7. Physically capable to lift or move things up to 10 kilos, if necessary; 8. Can easily follow instructions/ directions from supervisor; 9. Preferably has basic skills on housekeeping, gardening/landscaping. 	
	b. The janitorial personnel shall perform the following: <ol style="list-style-type: none"> 1. Maintain the cleanliness and orderliness of the assigned office premises; 2. Protect DSWD properties from damage or destruction in connection with the janitorial activities rendered; 3. Preserves confidentiality of DSWD records and information; 4. Proper collection and disposal of garbage; and 5. Perform miscellaneous services whenever required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures, equipment and supplies and other errand works. 	

	c. The Contractor shall continuously provide basic cleaning tools and supplies.	
II.	Technical Evaluation Parameters	
	a. Stability <ol style="list-style-type: none"> 1. Years of Experience - the Contractor should have at least 3 years of experience in the janitorial business. 2. Must have an operational office within Metro Cebu. 3. Liquidity of Contractor – at least ₱1,000,000.00 (current assets minus stocks minus current liability, based on the Contractor’s Balance Sheet as of December 31, 2019) b. Resources <ol style="list-style-type: none"> 1. Number of Janitors – with a least 40 trained janitors 	
III.	Service Level Agreement	
	1. The Contractor agrees that the DSWD-FO VII through the end-users reserve the right to screen and accept or deny the deployment of any personnel recommended by the Contractor;	
	2. The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the janitors may be requested to provide assistance outside regular working hours or during weekends or holidays with pay, upon written approval of the Regional Director or his/her authorized representative;	
	3. The Contractor shall make available relievers and/or replacements immediately at all times to ensure continuous and uninterrupted services; otherwise, liquidated damages as provided under RA 9184 will be applied to be shouldered by the contractor;	
	4. The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by law. The Contractor shall comply with the laws governing labor standards and employee’s compensation. A certificate for the purpose shall be required from the Contractor <i>during the Post-Qualification</i> .	
	5. The Contractor shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by SSS, PhilHealth and Pag-IBIG, as proof of remittances for the premiums of the janitors assigned in the DSWD-FO VII; 2 certified true copies of previous payroll with signatures of janitors shall also be submitted.	

	6. The Contractor in the performance of its services shall secure, maintain at its own expenses all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices;	
	7. The Contractor shall provide the personnel with <i>appropriate uniforms (polo shirts/ t-shirts)</i> ; and if applicable, <i>protective gear and Personal Protective Equipment (PPEs)</i> , and ensure that they shall observe proper personal hygiene and appear neat and clean at all times;	
	8. The Contractor shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing work. On the first day of duty, personnel shall report to the Head of Assigned Office/Center for the conduct of safety orientation.	
IV.	Service Standard/Housekeeping Plan	
	<ol style="list-style-type: none"> 1. Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times; 2. The expected standard after cleaning and waste collection is-as follows: <ol style="list-style-type: none"> a. Office Areas: <ol style="list-style-type: none"> 1. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris; 2. All waste receptacles should be empty. b. Washrooms and Toilets: <ol style="list-style-type: none"> 1. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris; 2. All sanitary fittings should be free from grime, dirt and smear. c. Grounds and Gardens: <ol style="list-style-type: none"> 1. All grounds should be freed from dry leaves and cleaned; 2. Gardens should be tilled and maintained the landscaped areas; and 3. Plants should be regularly watered, well- trimmed and verdant. 	

V.	Basic Tools and Supplies	
	<p>Contractor to equip each janitor/utility worker the following cleaning tools/supplies for the whole duration of contract:</p> <ol style="list-style-type: none"> 1. Toilet bowl cleaner 2. All-purpose cleaner 3. Glass cleaner, spray type 4. Furniture cleaner 5. Detergent soap, powder (known brand, not home-made) 6. Rags 7. Disinfectant Sanitizer Spray (± 75% Alcohol, 450 ml) 8. Baguio broom 9. Stick broom 10. Dust Pan 11. Garbage bag 12. Garden Hose (1/2", 15 meters) 13. Utility Belt Bag 14. Liquid Hand Soap (known brand, not home-made) 	

Note: Attach at least one Certificate of Satisfactory Quality of Performance from completed/existing contracts preferably other than DSWD Field Office VII.

I hereby certify that all statements indicated under the **Statement of Compliance** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

List of all Ongoing Government & Private Contracts including Contracts awarded but not yet started

Business Name : _____

Business Address : _____

Name of Contract	Date of the Contract	Contract Duration	Owner's name and address	Kinds of Goods/Services	Amount of Contract and Value of Outstanding Contracts	Date of Delivery
<u>Government</u>						
<u>Private</u>						

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

Instructions:

1. State all ongoing contracts including those awarded but not yet started.
2. If there is no ongoing contract including contract awarded but not yet started, state **none** or equivalent term.
3. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

**Statement of Single Largest Completed Contract
which is similar in nature**

Business Name : _____

Business Address : _____

Name of Contract	Date of Contract	Contract Duration	Owner's Name & Address	Kinds of Goods/Services	Amount of Completed Contract	Date of Delivery

NOTE: This statement shall be supported with:

- i) Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and
- ii) Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt/Collection Receipt or Sales Invoice.

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: ITB No. DSWD7-NP-2021-02

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

***[Insert NAME OF BIDDER'S
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 is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

Omnibus Sworn Statement (Revised)

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, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- 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.

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

Net Financial Contracting Capacity (NFCC) Form

- a. Summary of the Bidder-Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached audited financial statements, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of bid submission.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

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

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

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

NFCC = ₱ _____

Submitted by:

Signature over Printed Name of Authorized Representative

Business Name of Bidder

Date: _____

Credit Line Form

Date: _____

REBECCA P. GEAMALA, DMPA

Regional Director

DSWD – Field Office VII, Cebu City

CONTRACT/PROJECT	:	_____
COMPANY/FIRM	:	_____
ADDRESS	:	_____
BANK/FINANCING INST.	:	_____
ADDRESS	:	_____
AMOUNT	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), 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 (Supplier/Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained for one hundred twenty (120) calendar days from the date of opening of bids.

This Certification is being issued in favor of said (Supplier/Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of the Department of Social Welfare and Development – Field Office VII 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

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor's)

Authorized Representative: _____
Official Designation

Note: The Amount committed should be machine validated

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____, 20____
in the City of _____. Affiant exhibiting to me his/her Valid Identification _____,
Number _____.

NOTARY PUBLIC

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

BID FORM

Date : _____

Project Identification No. : **ITB No. DSWD7-NP-2021-02**

To: **The Bids and Awards Committee**

Department of Social Welfare & Development, Field Office VII
Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/perform the* ***INVITATION TO BID FOR THE NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS of “Provision of Janitorial Manpower Services for CY 2021”*** in conformity with the said PBDs for the sum of *[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 Price Schedules attached 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 or in the Price Schedules,

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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state “None”)		

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.¹

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 *[state the written authority]*.

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

Contract Price Schedule & Cost Breakdown

Based on 8 Hours Work/Day, 6 Days Work/Week (Monday to Saturday)
Computation Based on 313 Days Per Year

Item No.	Description/Computation	Class A	Class B
A.	Amount Due to Janitor		
	1. Daily Wage (Per Wage Order No. ROVII-22)	₱	₱
	2. Basic Salary (DW x 313 days/12)		
	3. 13 th Month Pay (DW x 313 Days / 12 / 12)		
	4. Service Incentive Pay (DW x 5 Days / 12)		
	5. Retirement Benefit (DW x 22.50 / 12) (RA 7641)		
	Total (2+3+4+5)		
B.	Amount Due to Government as Mandated		
	6. SSS (Employer's Share) (compensation based on the total of #2 + #4)		
	7. ECC (compensation based on the total of #2 + #4)		
	8. Philhealth (Employer's Share) (based on 313days factor)		
	9. Pag-Ibig Fund (Employer's Share) (RA 9679)		
	Total (6+7+8+9)		
C.	Amount Due to Janitor & Government (A + B)		
D.	Operating Cost		
	10. Cleaning supplies and basic tools		
	11. Administrative Overhead/Margin which should not be lower than 10% (DOLE D.O. 18-A s.2011)		
E.	Value Added Tax (D x 12%) (BIR Circular Mem. #039-2007)		
F.	Contract Cost per Janitor per Month	₱	₱

Type	Quantity	No. of Month	Total Contract Cost
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			For CY 2021
Class A Area	14 Janitors	8 Months	₱
Class B Area	3 Janitors	8 Months	₱
Total	17 Janitors		
CONTRACT PRICE			₱

Amount in Words for **CY 2021**: _____

Note:

- **Basis for computation is two (2) decimal places and proper rounding off.**
- **Philhealth computation shall be based on 2021 Philhealth Contribution Table.**

Name of Company / Bidder

Name/Signature of Authorized Representative

Date