



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

**"Matino, Mahusay at Maaasahan"**

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR PROPOSAL/QUOTATION**

RFQ No.: 2019-01-006

The Department of the Interior and Local Government Region XII (DILG-XII), through its Bids and Awards Committee, hereby invites all interested janitorial agencies registered with the Philippine Government Electronic Procurement System (PhilGEPS), to submit their proposal/quotation for the provision of the general services listed below, subject to the General Conditions stated herein, and submit their proposal/quotation duly signed by their representatives not later than 28 December 2018 (FRIDAY):

- NAME OF PROJECT** : **Procurement of Janitorial and Allied Services for the DILG Regional Office XII (January to December 2019)**
- LOCATION / AREA OF DELIVERY** : **DILG XII Regional Office, Prime Regional Government Center, Carpenter Hill, Koronadal City**
- APPROVED BUDGET** : **Three Hundred Sixty Thousand Pesos (Php 360,000.00)**

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

| Item/Lot  | Number of Janitors                | Cost Estimate/Month  | Total Cost    |
|---|-----------------------------------|----------------------|---------------|
| Janitorial Services covering the period from January 3, 2019 to December 31, 2018 | 3 janitors @ 8 hr. shifts per day | Php10,000.00/janitor | Php360,000.00 |

*The total amount of the above item shall determine the most advantageous price for DILG-XII.*

*The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LIPADDOSE).*



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**GENERAL CONDITIONS:**

**1. JANITOR QUALIFICATIONS**

- ✓ With good moral character and reputation, well-trained, hardworking and without criminal or police record
- ✓ Physically and mentally fit
- ✓ Requires minimal supervision in maintaining cleanliness and orderliness of their assigned areas
- ✓ With at least 1 year experience in rendering janitorial and allied services to a government office

**2. AGENCY QUALIFICATIONS**

- ✓ With sufficient capitalization
- ✓ Provides trainings/briefings/orientations to its janitors
- ✓ Can provide replacement janitor on the spot
- ✓ Exercises supervision, discipline, control and administration over its janitors
- ✓ Has an existing housekeeping plan utilized by its janitors

**3. TIMELINE/SCHEDULE OF DELIVERY**

The selected manpower agency will ensure and deliver the services of three (3) janitors who meet the qualifications as stated in the item no. 1 of the General Conditions.

The janitors shall render to the DILG-XII an eight (8) hour daily service from Mondays to Fridays, including non-working holidays.

The agency shall ensure that a replacement janitor be deployed immediately in case of changes or modifications to the duty of its assigned janitors.

**4. DURATION OF CONTRACT**

The DILG XII shall enter into a contract with the manpower agency which will submit the lowest calculated and responsive offer. The contract for the three (3) janitors shall cover the month of February until December 2018.

**5. TERMS OF PAYMENT**

For and in consideration of the services rendered by the selected manpower agency, DILG XII shall pay the contract amount every 15<sup>th</sup> and 30<sup>th</sup> day of the month.

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**6. OTHER CONDITIONS**


Mode of payment to the winning janitorial agency shall be made via Landbank's Advice to Debit Account (ADA). If supplier is nonholder of a Landbank Account, ADA may be made to other participating banks **provided** that the winner shall bear the bank charges deducted from such transaction.

All proposals/quotations shall be considered as **fixed prices** and **not subject to price escalation** during contract implementation except in compliance to existing labor laws, social legislation or wage orders issued by appropriate and competent government agencies.

For further inquiries or clarifications, you may contact **Ms. Katherine M. Llano** or **Ms. Merriam D. Sarmiento** at telephone numbers (083)228-7959, (083) 228-7960 or email address at **dilg\_ro12@yahoo.com**.

The DILG-XII reserves the right to reject any or all Proposals/Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Proposals/Quotations/Bids at any time prior to contract award, without thereby incurring liability to the affected bidder/s, and to accept only the offer that is most advantageous for the Government.

The DILG-XII assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Proposal/Quotation/Bid.

  
**RILIM H. SANDOVAL**  
 Chairperson, DILG XII BAC

**20 December 2018**



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Please quote your best offers for the item(s) below. The information stated below shall be the basis for the evaluation and calculation of your quotation.

| Summary of Approved Budget  |               |
|---|---------------|
| Procurement Project   | Total ABC     |
| Procurement of Janitorial and Allied Services for the DILG Regional Office XII (January to December 2019) | Php360,000.00 |

| Offered Quotation   |                                   |                         |          |
|---|-----------------------------------|-------------------------|----------|
| Item  | A<br>Offered Rate (Php) per month | B<br>Number of Janitors | Subtotal |
| Janitorial Services covering the period from January 3, 2019 to December 31, 2018 |                                   | 3                       |          |
| <b>TOTAL OFFERED QUOTATION</b>  |                                   |                         |          |

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Telephone or Mobile Number**

\_\_\_\_\_  
**Email Address**

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### Terms and Conditions

1. Any modifications in the item/s listed above during contract implementation must be approved by DILG-XII. The rate of each item/s shall not exceed the amount equal to the said item's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of item/s shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the proprietor or any of your duly authorized representative/s.
8. The service/s shall be rendered within ten (10) calendar days from receipt of purchase order.
9. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
10. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the services not rendered within the prescribed period shall be imposed per day of delay. The DILG-XII shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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