



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

***Procurement of One (1) Year Janitorial,
Messengerial, Driver, and Utility
Maintenance Service for All UCPB Savings
Branches and Offices Nationwide***

Bid Reference No.: ITB-GSD-008-15-07-2023

Government of the Republic of the Philippines

*Approved Budget for Contract is Eighteen Million Pesos Only
(Php18,000,000.00)*

**Sixth Edition
July 2020**

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid.....	6
Section II. Instructions to Bidders.....	9
1. Scope of Bid	10
2. Funding Information.....	10
3. Bidding Requirements	10
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	10
5. Eligible Bidders.....	10
6. Origin of Goods	11
7. Subcontracts	11
8. Pre-Bid Conference	11
9. Clarification and Amendment of Bidding Documents	11
10. Documents comprising the Bid: Eligibility and Technical Components	11
11. Documents comprising the Bid: Financial Component	11
12. Bid Prices	12
13. Bid and Payment Currencies	12
14. Bid Security	12
15. Sealing and Marking of Bids	13
16. Deadline for Submission of Bids	13
17. Opening and Preliminary Examination of Bids	13
18. Domestic Preference	13
19. Detailed Evaluation and Comparison of Bids	13
20. Post-Qualification	14
21. Signing of the Contract	14
Section III. Bid Data Sheet	15
Section IV. General Conditions of Contract	17
1. Scope of Contract	18
2. Advance Payment and Terms of Payment	18
3. Performance Security	18
4. Inspection and Tests	18
5. Warranty	18
6. Liability of the Supplier	19
Section V. Special Conditions of Contract	20
Section VI. Schedule of Requirements	23
Section VII. Technical Specifications	23
Section VIII. Checklist of Technical and Financial Documents	45

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid (ITB)





INVITATION TO BID FOR

Procurement of One (1) Year Janitorial, Messengerial, Driver and Utility Maintenance Service for All UCPB Savings Branches and Offices

Nationwide

(ITB-GSD-008-12-07-2023)

1. The ***UCPB Savings, Inc. (UCPBS)***, through the ***Approved Corporate Budget (ABC) of 2023*** intends to apply the sum of ***Eighteen Million Pesos Only (Php18,000,000.00)***, ***inclusive of all applicable taxes and other charges, including insurance coverage (if applicable)*** for the ***One (1) Year Janitorial, Messengerial, Driver, and Utility Maintenance Service for All UCPB Savings Branches and Offices Nationwide – Project Identification Number: ITB-GSD-008-12-07-2023***, being the ABC to payments under the contract. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***UCPBS*** now invites bids for the above Procurement Project. Delivery of the Goods / Services is required by ***30 days upon receipt of Notice to Proceed (NTP) for one year contract***. Bidders should have completed, within ***3 years*** from the date of submission and receipt of bids, a contract similar to the Project. 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) No. 9184.
 - a. 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 No. 5183.
4. Prospective Bidders may obtain further information from ***UCPB Savings, Inc. (UCPBS)*** and inspect the Bidding Documents at the address given below during office hours from 8:00pm to 4:00pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***July 18, 2023(Tuesday) to August 1, 2023(Tuesday)*** from the given address and website(s) below ***and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php25,000.00.***

Instructions to bidders on payment of bid documents:

- a. The payment for the Bid Documents shall be limited to Cash or Manager's/ Cashier's Check payable to UCPB Savings. Personal checks shall not be accepted.
- b. The Bidder is required to enclose the cover page of this Invitation to Bid (ITB) in order to properly determine which bid document, the bidder is paying for.
- c. It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that the

Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *UCPB Savings (UCPBS)* will hold a Pre-Bid Conference¹ on **July 25, 2023(Tuesday)** at **1:30pm via MS Teams**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **11:30am of August 7, 2023(Tuesday)**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **August 7, 2023 (Tuesday) at 1:30pm via MS Teams**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *UCPB Savings (UCPBS)* 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Dronnel A. Espina
BAC Secretariat
UCPB Savings, Inc.
2nd and 3rd Floor OF Bank Center Building
1000 Liwasang Bonifacio, 1000 Manila City
Trunkline number: (+632) 8555-1018
Email Address: bacsecretariat@ucpbsavings.com

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.ucpbsavings.com>

14 July 2023



DANTE R. CORTEZ
BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders (IB)



1. Scope of Bid

The Procuring Entity, *UCPB Savings (UCPBS)* wishes to receive Bids for the *Procurement of One (1) Year Janitorial, Messengerial, Driver, and Maintenance Service for All UCPB Savings Branches and Offices Nationwide*, with identification number *ITB-GSD-008-12-07-2023*.

The Procurement Project (referred to herein as "Project") covers 1 item, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *Year 2023* in the amount of *Php18,000,000.00, inclusive of all applicable taxes and other charges, including insurance coverage, if applicable*.

2.2. The source of funding is the corporate budget of UCPBS or procuring entity

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "T" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under ITB Clause 18.

7. Subcontracts

7.1. The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time indicated in paragraph 6 of the IB.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within *3 years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in c.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

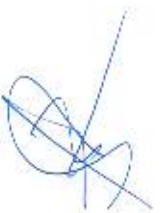
20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet



Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. <i>Procurement of One (1) Year Janitorial, Messengerial, Driver, and Maintenance Service for All UCPB Savings Branches and Offices Nationwide.</i> b. The Bidder must have completed within 3 years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting not allowed.</i>
12	The price of the Goods shall be quoted DDP <i>UCPB Savings Head Office in Manila City.</i>
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than Php360,000.00 (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php900,000.00 (5% of ABC), if bid security is in Surety Bond.
19.3	<i>One Lot – Procurement of One (1) Year Janitorial, Messengerial, Driver, and Maintenance Service for All UCPB Savings Branches and Offices Nationwide.</i>
20.2	In case the bidder opted to submit their Class "A" Documents as part of the eligibility documents during bid submission, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.
21.2	<i>Non-Disclosure Agreement (NDA) – form to be provided by end-user</i>

Section IV. General Conditions of Contract



1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

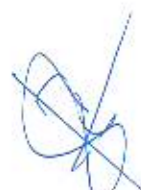
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract



Special Conditions of Contract

GCC Clause	
1	Delivery and Documents – For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: <i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered UCPBS Head Office. In accordance with INCOTERMS.” <i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered UCPBS Head Office. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.” Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity’s Representative at the Project Site is: Dronnel A. Espina <i>BAC Secretariat</i> UCPB Savings, Inc. <i>2nd and 3rd Floor OF Bank Center Building</i> <i>1000 Liwasang Bonifacio, 1000 Manila City</i> <i>Email Address: bacsecretariat@ucpbsavings.com</i> Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. Spare Parts –
	The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier: a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b) in the event of termination of production of the spare parts:

	advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of 1 year. Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 month of placing the order.								
	Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.								
2.2	The terms of payment shall be as follows: <table><tr><th>Lot</th><th>Deliverable</th><th>Detailed Activities</th><th>Percentage of Payment</th></tr><tr><td>1</td><td>Perform as outsourced service provider of Janitorial, Messengerial, HO staff drivers, HO utility maintenance</td><td> • Provider janitorial and messengerial service to all UCPB Savings Branches and Offices; • Provide drivers and utility maintenance service to UCPBS Head office </td><td>Per monthly billing/ invoice</td></tr></table>	Lot	Deliverable	Detailed Activities	Percentage of Payment	1	Perform as outsourced service provider of Janitorial, Messengerial, HO staff drivers, HO utility maintenance	• Provider janitorial and messengerial service to all UCPB Savings Branches and Offices; • Provide drivers and utility maintenance service to UCPBS Head office	Per monthly billing/ invoice
Lot	Deliverable	Detailed Activities	Percentage of Payment						
1	Perform as outsourced service provider of Janitorial, Messengerial, HO staff drivers, HO utility maintenance	• Provider janitorial and messengerial service to all UCPB Savings Branches and Offices; • Provide drivers and utility maintenance service to UCPBS Head office	Per monthly billing/ invoice						
4	The inspections and tests that will be conducted are: <u>Not Applicable</u>								

Section VI. Schedule of Requirements

The SUPPLIER shall assign such number of its employees based on the quantity specified, upon agreement with the BANK, as would be sufficient to fully and effectively render the work and services herein undertaken. Such employees of the SUPPLIER shall be properly attired and provided by the latter with the corresponding uniforms and identification cards. In this respect, the SUPPLIER warrants that it has properly trained and thoroughly screened its employees prior to their employment and that they have been required to present favorable NBI clearances and medical certificates attesting to their probity and physical fitness for the work involved

The Contractor shall supply the following personnel but not limited to perform its obligations.

Procurement of One (1) Year Janitorial, Messengerial, Driver and Utility Maintenance Service for All UCPB Savings Branches and Offices Nationwide (ITB-GSD-008-12-07-2023)

SUMMARY OF MANPOWER REQUIRED		
BRANCH/LOCATION	QTY	UOM
Drivers	5	heads
Motorized Messenger	6	heads
Supervisor	1	heads
Maintenance	1	heads
Housekeeping	16	heads
Housekeeping/Messenger	58	heads
Warehouse Caretaker	1	heads
TOTAL HEAD COUNTS	88	HEADS

Section VII. Technical Specifications



STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS

INSTRUCTIONS:

The bidder must state in the last column opposite each parameter and required specifications either "Comply" or "Not Comply". All pages shall be properly signed. Bidders must state here either "Comply" or "Not Comply" against each individual parameters of each requirements. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. A statement 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. A statement either in the Bidder's statement of compliance of the supporting evidence that is found to be false either during Bid Evaluation, post evaluation, or the execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

Technical Specifications

Procurement of One (1) Year Janitorial, Messengerial, Driver and Utility Maintenance Service for All UCPB Savings Branches and Offices Nationwide (ITB-GSD-008-12-07-2023)

Item	Specification	Statement of Compliance
	General Requirements: Refer Annex "A", "B" and "C"	
I.	Qualifications	
	Specific experience of the One (1) Year Janitorial, Messengerial, Driver, and Utility Maintenance Service for All UCPB Savings Branches and Offices Nationwide relevant to the assignment At least FIVE (5) years continuous experience in the business of servicing Janitorial, Messengerial, Driver, and Maintenance Service all throughout the Philippines, and must have an established network of operation in the area: Luzon, Visayas, or Mindanao, that they will service, including its remote areas and islands. And TWO (2) years of continuous experience with any financial institutions.	
	SCOPE OF WORKS	
II.	1. Janitorial Services Janitorial personnel shall render eight (8) hours of work a day, from Monday to Saturday in order to perform the following tasks: 1.1 DAILY PERIODIC ROUTINE. The daily routine services of janitorial personnel shall include: a. Sweeping, dusting, mopping and polishing of floors on all rooms, corridors, lobbies, and stairs and entrances or areas which may be specified by the UCPB Savings; b. Cleaning and wiping of all office tables, glass tops, furniture and fixture, equipment, appliances, window ledges, counters, doorknobs, glass	

	partitions and doors; c. Cleaning and sanitizing of comfort rooms (CRs) at least three (3) times a day, pantries, bath and kitchens sinks and removal of spots or stains from floors and other surfaces; d. Fetching water and filling of container in the CRs when water is not available; e. Cleaning of driveways, parking spaces and immediate surroundings of the buildings; f. Proper disposal of solid waste from various parts of the area assigned to the designated trash storage; g. Upkeep of indoor potted plants; h. Prepare and serve refreshments during conferences and/or meetings; and i. Maintenance of landscape including but not limited to watering of plants, weeding gardens, trimming trees and shrubs, and keeping green spaces and walkways clear of debris and litter. 1.2 WEEKLY PERIODIC ROUTINE. The weekly routine services of janitorial personnel shall include: a. Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs; b. Thorough cleaning, washing and scrubbing of all rooms and CRs facilities; c. Cleaning and polishing on the inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging; d. Washing, scrubbing, stripping, waxing and polishing floors; e. Disinfecting of all bathrooms; and f. Any other works advised by the UCPB Savings in connection with the service. 1.3 MONTHLY PERIODIC ROUTINE. The monthly routine services of janitorial personnel shall include: a. Dusting and removing of cobwebs from ceiling of the premises; b. Cleaning of ornamental plants and polishing stair railings and metal signs; c. General cleaning of draperies and blinds; d. Spraying of insecticides and other pest control activities, when necessary; e. Refilling of liquid deodorizers, liquid soaps and among others in all athrooms; and f. Trimming of grass / shrubs in the UCPB Savings grounds. 1.4 QUARTERLY PERIODIC ROUTINE. The quarterly routine services of janitorial personnel shall include: a. Thorough general cleaning of all areas including windows; and b. Thorough shampooing of all chairs, panels, carpets and rugs. 1.5 MISCELLANEOUS ROUTINE AND OTHER SERVICES. Miscellaneous services to be rendered by	
--	---	--

	janitorial personnel as per request of the concerned units of the UCPB Savings shall include, but not limited to: - Carrying, transporting or moving of office furniture, equipment or supplies within and/or outside premises as may be assigned from time to time or during major UCPB Savings activities; - Report any damage/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixture that will need immediate repair; - Errand services as required by concerned UCPB Savings. In performing errand services, the janitorial personnel must fill out a Pass Slip, duly authorized by the Janitor Supervisor, which shall be submitted to the security guard on duty in order to be informed of his/her whereabouts or itinerary in case of the need to be located or contracted; and - Render extra hours of service as assigned by UCPB Savings representative.	
	2. Messengerial Services - The Service Provider will provide onward delivery from the office to any sites assigned by UCPB Savings within Metro Manila; - Transport Services to be used shall be motorcycle supplied by the service provider; - All movements of goods shall be carried out by a method which ensures the protection thereof at all times, taking into account the nature of the goods and security, environmental and climatic factors; - All vehicles used by the Service Provider shall be in good condition, clean and be provided with sufficient clean pads, covers and other protective materials in order to avoid damage to the goods; - Transport Documentation shall issue with a written order to the Service Provider providing consignee's name, full address and telephone number at destination and other instructions as may be necessary; - The Service Provider shall ensure that transported goods are covered by a UCPB Savings Delivery Receipt and that the consignee signs as Proof of Delivery. Such Proofs of Delivery will be submitted to UCPB Savings upon successful delivery; - All losses, shortages and/or damages that occur due to poor handling will be reimbursed by the Service Provider based on UCPB Savings item price; - The Service Provider shall provide to UCPB Savings that it has a valid Transit insurance covering potential loses that may arise in the vehicle: fire, stealing, road accident etc.; - The Contractor shall be responsible for forwarding to the consignee any or all items left behind at place of origin	

	whenever such oversights are caused by fault or negligence of the Contractor. This responsibility shall include payment for all extra costs incurred in insuring and transporting the goods to the consignee at the final destination; 2.10 The Contractor shall protect the interests of UCPB Savings at all times and ensure settlement is effected without delay, in accordance with relevant regulations, subject to inherent delays of the relevant legal systems. 2.11 The Contractor shall be absolutely liable for loss of or damage of goods arising in the course of, or attributable to negligence in the handling of them by the Contractor, its employees or agents; 2.12 With regard to loss or damage to any goods arising while in the possession, custody or control of the Contractor, or its agents, the value of the goods lost or damaged will be deducted from the transport invoice. Note: Transport charges will not be paid for lost/damaged goods; 2.13 Render extra hours of service as assigned by UCPB Savings representative.	
	3. Driver Services 3.1 Drive office vehicles for the transport of authorized personnel. 3.2 Meet officials at the airport and facilitate immigration and customs formalities as and when required. 3.3 Collect and deliver mails, documents, and other items. 3.4 Ensure that all vehicles comply with the Minimum Operating Security Standards 3.5 Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes. 3.6 Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time. 3.7 Log official trips, daily mileage, fuel consumption, oil changes and greasing. 3.8 Follow all rules and regulations in relation to the Road Safety Transport Authority. 3.9 Perform other duties as assigned by the Supervisor/Transport Officer. 3.10 Render extra hours of service as assigned by UCPB Savings representative.	
	4. Maintenance Services 4.1 Maintaining all log books, register, schedules, checklist, monthly report and SOPs separately for each area of work.	

	This includes maintaining log book on daily, weekly and monthly basis and report to Administrative Officer; 4.2 Daily routine checkup of all the electrical System & appliances and replace defective bulbs, tube lights, parameter lights, fans, switches, sockets, plug points, short circuiting/Tripping lines, rewiring, managing tangled wires, load balancing and any other job; 4.3 A thorough checking up to all the electrical systems which includes cleaning of all panel junctions, tightening of all connections, checking/cleaning/greasing of all contracts, checking of Main Circuit Breakers (MCB's); 4.4 Checking the electric current load between each electrical phase to ensure electric load is equally shared in each phase to avoid accident while installation of various electrical equipment/device i.e. Heater, AC, UPs etc. where necessary 4.5 Maintenance of Power equipment - AC, Fan, all lights, sockets, Electricity supply distribution board (DB box) etc and kitchen equipment/appliances – Repair & maintenance for Refrigerator, Air conditioner, Microwave, Oven, Mixer-Grinder, Electric kettle etc. 4.6 Daily routine checkup for all the general maintenance & repair work. The work includes maintenance of Vinyl flooring, carpeting, blinds, maintenance of carpets, operation of AC, general treatment of damp and pest control and also fumigation, rodent control, termite treatment and schedule servicing; 4.7 Installation/repair of flush, shower, repair of leakages from pipelines both internal & external, surface drains, manhole cleaning, commode leak repair, tap, flushing cistern and removal of blockage in the pipelines using pressure pump if necessary; 4.8 Will do the Carpentry work on as & when required basis which will include: Repair of desk, chair, cupboards; Aluminum/ wooden windows & door disorder; Door Frame and Door Lock; Sealing Doors and Windows; Fixing frames for doors, windows with seasoned sal wood; Local made panel door shutter; Mosquito screen window shutter; Fixed chicken wire mesh with fly mesh; Aluminum Skirting; Repair of desk, chair, windows/door disorder, doorframe, door lock, sealing doors and window. 4.9 The drainage work includes cleaning of manholes, rain water drainages and rooftop rain water drainage. The contractor will be responsible for taking out the debris and cleaning of ground manholes, connection pipes & rain water drainages and to clear all the blockages. The debris from all the drainages to be thrown out from the UCPB Savings premises. 4.10 Render extra hours of service as assigned by UCPB Savings representative.	
--	--	--



	5. Supervisor a. The Janitor supervisor must, on top of his / her regular duties: b. Submit to UCPB Savings, General Service Department a projected monthly and Quarterly schedule of cleaning within ten (10) days from assumption of duties; c. Evaluate and verify employee performance through a review of completed work assignments. He / She shall submit to the UCPB Saving - GSD quarterly performance evaluation of the janitorial staff; d. Ensure compliance and implementation of UCPB Saving's rules and regulations apart from the cleanliness and sanitation of its premises; e. Conduct inspection of the premises to ensure clean and safe conditions and inspect equipment for cleanliness and repair; f. Prepare daily bathroom cleaning checklist, checklist must attached to the back of each CR's door; g. Ensure delivery of supplies needed by its complement for the month and quarter and submit therewith a list/inventory thereof to UCPB Savings GSD Officer every month; h. Determine, on a monthly basis, the materials, supplies, and equipment needed; i. Submit every first Monday of the month to UCPB Savings – GSD Officer a report of the supplies consumed during the previous month and an inventory of the remaining supplies to be consumed for the year; and j. Ensure correctness of daily log entries of all janitorial personnel assigned to UCPB Savings.	
--	--	--




ANNEX "A"

TERMS OF REFERENCE (TOR) / SCOPE OF WORKS

I. Scope of Works

Supply of labor, tools, equipment, consumables, and supervision required for the implementation of one year janitorial, messengerial, driver and maintenance services for all UCPB Savings Branches and Offices nationwide.

2. Janitorial Services

Janitorial personnel shall render eight (8) hours of work a day, from Monday to Saturday in order to perform the following tasks:

1.1 DAILY PERIODIC ROUTINE. The daily routine services of janitorial personnel shall include:

- a. Sweeping, dusting, mopping, and polishing of floors on all rooms, corridors, lobbies, and stairs and entrances or areas which may be specified by the UCPB Savings;
- b. Cleaning and wiping of all office tables, glass tops, furniture and fixture, equipment, appliances, window ledges, counters, doorknobs, glass partitions and doors;
- c. Cleaning and sanitizing of comfort rooms (CRs) at least three (3) times a day, pantries, bath and kitchens sinks and removal of spots or stains from floors and other surfaces;
- d. Fetching water and filling of container in the CRs when water is not available;
- e. Cleaning of driveways, parking spaces and immediate surroundings of the buildings;
- f. Proper disposal of solid waste from various parts of the area assigned to the designated trash storage;
- g. Upkeep of indoor potted plants;
- h. Prepare and serve refreshments during conferences and/or meetings; and
- i. Maintenance of landscape including but not limited to watering of plants, weeding gardens, trimming trees and shrubs, and keeping green spaces and walkways clear of debris and litter.

1.2 WEEKLY PERIODIC ROUTINE. The weekly routine services of janitorial personnel shall include:

- a. Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs;
- b. Thorough cleaning, washing, and scrubbing of all rooms and CRs facilities;
- c. Cleaning and polishing on the inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging;
- d. Washing, scrubbing, stripping, waxing and polishing floors;
- e. Disinfecting of all bathrooms; and
- f. Any other works advised by the UCPB Savings in connection with the service.

1.3 MONTHLY PERIODIC ROUTINE. The monthly routine services of janitorial personnel shall include:

- a. Dusting and removing of cobwebs from ceiling of the premises;
- b. Cleaning of ornamental plants and polishing stair railings and metal signs;
- c. General cleaning of draperies and blinds;
- d. Spraying of insecticides and other pest control activities, when necessary;
- e. Refilling of liquid deodorizers, liquid soaps and among others in all bathrooms; and
- f. Trimming of grass / shrubs in the UCPB Savings grounds.

1.4 QUARTERLY PERIODIC ROUTINE. The quarterly routine services of janitorial personnel shall include:

- a. Thorough general cleaning of all areas including windows; and
- b. Thorough shampooing of all chairs, panels, carpets and rugs.

1.5 MISCELLANEOUS ROUTINE AND OTHER SERVICES. Miscellaneous services to be rendered by janitorial personnel as per request of the concerned units of the UCPB Savings shall include, but not limited to:

- a. Carrying, transporting or moving of office furniture, equipment or supplies within and/or outside premises as may be assigned from time to time or during major UCPB Savings activities;
- b. Report any damage/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixture that will need immediate repair;
- c. Errand services as required by concerned UCPB Savings. In performing errand services, the janitorial personnel must fill out a Pass Slip, duly authorized by the Janitor Supervisor, which shall be submitted to the security guard on duty in order to be informed of his/her whereabouts or itinerary in case of the need to be located or contracted; and
- d. Render extra hours of service as assigned by UCPB Savings representative.

3. Messengerial Services

- 2.1 The Service Provider will provide onward delivery from the office to any sites assigned by UCPB Savings within Metro Manila;
- 2.2 Transport Services to be used shall be motorcycle supplied by the service provider;
- 2.3 All movements of goods shall be carried out by a method which ensures the protection thereof at all times, taking into account the nature of the goods and security, environmental and climatic factors;
- 2.4 All vehicles used by the Service Provider shall be in good condition, clean and be provided with sufficient clean pads, covers and other protective materials in order to avoid damage to the goods;
- 2.5 Transport Documentation shall issue with a written order to the Service Provider providing consignee's name, full address and telephone number at destination and other instructions as may be necessary;
- 2.6 The Service Provider shall ensure that transported goods are covered by a UCPB Savings Delivery Receipt and that the consignee signs as Proof of Delivery. Such Proofs of Delivery will be submitted to UCPB Savings upon successful delivery;
- 2.7 All losses, shortages and/or damages that occur due to poor handling will be reimbursed by the Service Provider based on UCPB Savings item price;

- 2.8 The Service Provider shall provide to UCPB Savings that it has a valid Transit insurance covering potential losses that may arise in the vehicle: fire, stealing, road accident etc.;
- 2.9 The Contractor shall be responsible for forwarding to the consignee any or all items left behind at place of origin whenever such oversights are caused by fault or negligence of the Contractor. This responsibility shall include payment for all extra costs incurred in insuring and transporting the goods to the consignee at the final destination;
- 2.10 The Contractor shall protect the interests of UCPB Savings at all times and ensure settlement is effected without delay, in accordance with relevant regulations, subject to inherent delays of the relevant legal systems.
- 2.11 The Contractor shall be absolutely liable for loss of or damage of goods arising in the course of, or attributable to negligence in the handling of them by the Contractor, its employees or agents;
- 2.12 With regard to loss or damage to any goods arising while in the possession, custody or control of the Contractor, or its agents, the value of the goods lost or damaged will be deducted from the transport invoice. Note: Transport charges will not be paid for lost/damaged goods;
- 2.13 Render extra hours of service as assigned by UCPB Savings representative.

4. Driver Services

- 3.1 Drive office vehicles for the transport of authorized personnel.
- 3.2 Meet officials at the airport and facilitate immigration and customs formalities as and when required.
- 3.3 Collect and deliver mails, documents, and other items.
- 3.4 Ensure that all vehicles comply with the Minimum Operating Security Standards
- 3.5 Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes.
- 3.6 Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.
- 3.7 Log official trips, daily mileage, fuel consumption, oil changes and greasing.
- 3.8 Follow all rules and regulations in relation to the Road Safety Transport Authority.
- 3.9 Perform other duties as assigned by the Supervisor/Transport Officer.
- 3.10 Render extra hours of service as assigned by UCPB Savings representative.

5. Maintenance Services

- 4.1 Maintaining all log books, register, schedules, checklist, monthly report and SOPs separately for each area of work. This includes maintaining log book on daily, weekly and monthly basis and report to Administrative Officer;
- 4.2 Daily routine checkup of all the electrical System & appliances and replace defective bulbs, tube lights, parameter lights, fans, switches, sockets, plug points, short circuiting/Tripping lines, rewiring, managing tangled wires, load balancing and any other job;
- 4.3 A thorough checking up to all the electrical systems which includes cleaning of all panel junctions, tightening of all connections, checking/cleaning/greasing of all contracts, checking of Main Circuit Breakers (MCB's);
- 4.4 Checking the electric current load between each electrical phase to ensure electric load is equally shared in each phase to avoid accident while installation of various electrical equipment/device i.e. Heater, AC, UPs etc. where necessary

- 4.5 Maintenance of Power equipment - AC, Fan, all lights, sockets, Electricity supply distribution board (DB box) etc., and kitchen equipment/appliances – Repair & maintenance for Refrigerator, Air conditioner, Microwave, Oven, Mixer-Grinder, Electric kettle etc.
- 4.6 Daily routine checkup for all the general maintenance & repair work. The work includes maintenance of Vinyl flooring, carpeting, blinds, maintenance of carpets, operation of AC, general treatment of damp and pest control and also fumigation, rodent control, termite treatment and schedule servicing;
- 4.7 Installation/repair of flush, shower, repair of leakages from pipelines both internal & external, surface drains, manhole cleaning, commode leak repair, tap, flushing cistern and removal of blockage in the pipelines using pressure pump if necessary;
- 4.8 Will do the Carpentry work on as & when required basis which will include: Repair of desk, chair, cupboards; Aluminum/ wooden windows & door disorder; Door Frame and Door Lock; Sealing Doors and Windows; Fixing frames for doors, Local made panel door shutter; Mosquito screen window shutter; Fixed chicken wire mesh with fly mesh; Aluminum Skirting; Repair of desk, chair, windows/door disorder, doorframe, door lock, sealing doors and window.
- 4.9 The drainage work includes cleaning of manholes, rain water drainages and rooftop rain water drainage. The contractor will be responsible for taking out the debris and cleaning of ground manholes, connection pipes & rain water drainages and to clear all the blockages. The debris from all the drainages to be thrown out from the UCPB Savings premises.
- 4.10 Render extra hours of service as assigned by UCPB Savings representative.

5. Supervisor

- a. The Janitor supervisor must, on top of his / her regular duties:
- b. Submit to UCPB Savings, General Service Department a projected monthly and Quarterly schedule of cleaning within ten (10) days from assumption of duties;
- c. Evaluate and verify employee performance through a review of completed work Assignments. He / She shall submit to the UCPB Saving - GSD quarterly performance evaluation of the janitorial staff;
- d. Ensure compliance and implementation of UCPB Saving's rules and regulations apart from the cleanliness and sanitation of its premises;
- e. Conduct inspection of the premises to ensure clean and safe conditions and inspect equipment for cleanliness and repair;
- f. Prepare daily bathroom cleaning checklist, checklist must attached to the back of each CR's door;
- g. Ensure delivery of supplies needed by its complement for the month and quarter and submit therewith a list/inventory thereof to UCPB Savings GSD Officer every month;
- h. Determine, on a monthly basis, the materials, supplies, and equipment needed;
- i. Submit every first Monday of the month to UCPB Savings – GSD Officer a report of the supplies consumed during the previous month and an inventory of the remaining supplies to be consumed for the year; and
- j. Ensure correctness of daily log entries of all janitorial personnel assigned to UCPB Savings.

II. Contractors Obligations

1. Manpower

- 1.1 Contractor shall provide qualified personnel who shall perform the works described.
- 1.2 All certification of those qualified personnel shall be submitted to UCPB Savings Bank, Inc. prior to start of the project

- 1.3 Contractor shall furnish technical directions to its personnel as may be required in the performance of its obligations
- 1.4 While this Contract, or any extension thereof, is in effect, it shall secure, at its own expense, all licenses and/or permits as are necessary or required by the Government, whether national or local, for or in connection with the performance or completion of the contracted services and maintain said licenses and/or permits updated and valid during the effectivity of this Contract or any extension thereof;
- 1.5 It has properly trained and thoroughly screened its employees prior to their employment or engagement and that they have been required to present favorable NBI clearances and medical certificates attesting to their probity and physical fitness for the work involved.
- 1.6 The SUPPLIER's employees who are recruited and/or assigned shall perform the contracted services using the SUPPLIER's own means and methods, free from the control and direction of the BANK
- 1.7 The SUPPLIER shall appoint and designate its manager, supervisor, coordinator or representative to perform the following acts: regularly inspect, supervise and/or control the performance of its personnel who have been assigned to render the contracted services under this Contract; monitor the attendance of its employees; conduct performance appraisal of its employees; initiate and complete administrative and disciplinary processes involving its employees, which includes the imposition of the appropriate penalties, and all such other acts inherent to or consistent with those mentioned above.
- 1.8 The SUPPLIER shall assign such number of its employees based on the quantity specified, upon agreement with the BANK, as would be sufficient to fully and effectively render the work and services herein undertaken. Such employees of the SUPPLIER shall be properly attired and provided by the latter with the corresponding uniforms and identification cards. In this respect, the SUPPLIER warrants that it has properly trained and thoroughly screened its employees prior to their employment and that they have been required to present favorable NBI clearances and medical certificates attesting to their probity and physical fitness for the work involved
- 1.9 The Contractor shall supply the following personnel but not limited to perform its obligations.

SUMMARY OF MANPOWER REQUIRED		
BRANCH/LOCATION	QTY	UOM
Drivers	5	heads
Motorized Messenger	6	heads
Supervisor	1	heads
Maintenance	1	heads
Housekeeping	16	heads
Housekeeping/Messenger	58	heads
Warehouse Carefaker	1	heads
TOTAL HEAD COUNTS	88	HEADS

SUMMARY OF MANPOWER REQUIRED		
BRANCH/LOCATION	QTY	UOM
HEAD OFFICE		
National Capital Region	26	heads
LUZON AREA		
National Capital Region	4	heads
Central Luzon	7	heads
Ilocos Region	3	heads
Cordillera Region	1	heads
CALABARZON	14	heads
Cagayan Valley	1	heads
Bicol Region	5	heads
Mimaropa	3	heads
VISAYAS AREA		
Central Visayas	2	heads
Western Visayas	5	heads
Eastern Visayas	5	heads
MINDANAO AREA		
Northern Mindanao	6	heads
Southern Mindanao	2	heads
Zamboanga Peninsula	2	heads
Soccsksargen	1	heads
BARMM	1	heads
TOTAL HEAD COUNTS	88	HEADS

- 1.10 That the Contractors agreed to send its personnel in rendering extra hours of service as assigned by UCPB Savings representative and shall be billed in addition to the monthly bill according to the price agrees upon.

2. Tools & Equipment

- 2.1 Contractor shall provide their own tools, equipment, and machinery necessary to perform its obligations
- 2.2 Contractor shall always maintain its tools, equipment, and machinery in good working conditions.
- 2.3 Contractor shall provide tools but not limited to the following.

MAINTENANCE EQUIPMENT	
NO	DESCRIPTION
1	Basic Hand Tools
2	Concrete Drill
3	Set of wrenches (allen, open, box & star)
4	Claw & Ball Hammer
5	Push Cart
6	Silicon gun with sealant

LIST OF EQUIPMENT	
NO	DESCRIPTION
1	Motorcycle
2	Wet and Dry Vacuum
3	Floor Polisher
4	Pressure Washer
5	Blow Dryer
6	Broom
7	Walis Ting-ting
8	Micro Fiber Cloth
9	Mop Handle
10	Sprayer
11	Wax Stripper
12	Hand Brush

3. Consumables

- 3.1 Contractor shall provide all consumables necessary to perform its obligations but not limited to the following

CONSUMABLE MATERIALS	
NO	DESCRIPTION
1	Jumbo Roll Tissue
2	L-Fold Towel
3	Liquid Soap
4	All purpose cleaner
5	Dishwashing Liquid
6	Bleach Liquid
7	Detergent Powder
8	Toilet Bowl Cleaner
9	Hand Sanitizer
10	Green Pad
11	Rubber gloves
12	Mop head
13	Garbage Bag (Big)
14	Dishwashing Foam
15	Stripping pad (Black)
16	Buffing pad (Red)
17	Finishing pad (White)
18	Wax Polish

4. Cleanliness

- 4.1 Contractor shall perform continuous, immediate, and final clean-up of its work area
- 4.2 Contractor shall keep all site free from waste materials or rubbish that may accumulate as a result of its works.
- 4.3 Contractor shall dispose its own waste materials or rubbish.

5. Safety

- 5.1 Contractor shall provide all necessary safety related support measures, including but not limited to, fire watchers and confined space procedures
- 5.2 Contractor shall immediately correct and rectify all violations of safety rules noted by UCPB Savings Bank, Inc.
- 5.3 Contractor shall furnish all its personnel with standard PPE and other personal safety equipment that may be required in its work.
- 5.4 Contractor shall comply with the safety tagging procedures implemented by UCPB Savings Bank in accordance with the latter's rules and shall immediately dismiss any person who violates the safety tags or energizes other equipment without proper authorization and clearance.

III. General Condition

1. The Contractor shall provide each Personnel with at least two (2) sets of appropriate uniforms, protective gear, if necessary, and ensure that they shall always observe proper personnel hygiene and appear neat and clean. The Service Provider shall not deduct from the salary or claim from the janitor the cost of,
2. The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by law.
3. The Service Provider shall provide the janitorial personnel their monthly pay slip containing the necessary information on it.
4. The Service Provider shall comply with the laws governing labor standards and employee's compensation.
5. The Service provider shall furnish the DOST-ASTI with a valid and sufficient Performance Bond in accordance with the rules set forth under Government Procurement Reform Act (R.A No. 9184) and its 2016 Implementing Rules and Regulations (IRR);
6. UCPB Savings will provide a storage area of all equipment, to be provided by the Service Provider, in carrying out its services. Said equipment cannot be pulled out from UCPB Savings at any time within the contract period;
7. Should there be any wage or mandated benefit (i.e., SSS, PAG-IBIG and PHILHEALTH) increase in favor of the assigned janitorial personnel subsequent to the execution of the Contract pursuant to a Law, Executive Order, Decree or Wage Order, the Service Provider must inform UCPB Savings in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation, subject to the accounting and auditing rules and regulations and upon showing actual payment made to their employees;
8. The Service Provider shall furnish UCPB Savings the monthly billing, together with copies of payroll, remittances (with official receipt of SSS, PAG-IBIG and PHILHEALTH) and other state insurance fund contributions for all janitorial personnel assigned, every 15th of the month. Should the Contractor fail to comply, UCPB Savings shall withhold the payment for the current month until the latter shall have complied with subject requirement;

9. It is expressly understood that no employee-employer relationship exists between the parties of their employees, representatives, and agents. The DOST- ASTI shall not be responsible for any claims for general injury, including death sustained by the janitorial personnel or any third person arising out of or during the performance of the functions of the janitors pursuant to this contract;
10. The Service Provider shall be responsible for any loss or damage that may be incurred by its. UCPB Savings may suspend or withhold whatever contract payments may be due the Service Provider should they fail to pay such losses or damages within fifteen (15) days from the date of notice, or until such loss or damage shall have been duly paid, restituted or repaired by the Service Provider, or go after the Performance Bond set forth in this Contract Agreement. Likewise, the DOST – ASTI has the option to demand payment for the replacement value of the lost properties, or its replacement by another at least substantially in the same condition as the former;
11. The Service Provider shall maintain effective discipline and full control and supervision over the janitorial personnel assigned under this Contract Agreement, as well as the manner of performance of their duties. However, the Service Provider binds itself to cause the implementation and enforcement of all rules, regulations or directives that UCPB Savings may issue concerning the conduct of said janitorial personnel.
12. The Service Provider and its janitorial personnel shall undergo periodic performance evaluation which shall serve as the basis of continuation of its services.
13. The Service Provider agrees that UCPB Savings, through General Services Department, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.
14. All activities during the implementation that may have impact on the production availability and performance should be mutually discussed and agreed upon by the UCPB Savings Bank and the CONTRACTOR prior to continuing the implementation of the said activities.
15. Actual incidental expenses (transportation and accommodations), as well per diem of the CONTRACTOR's personnel that are incurred in the performance of the services are included in the scope of this Contract and no additional charges shall be incurred by the UCPB Savings Bank, Inc.
16. All services to be performed by the CONTRACTOR under this Contract are within the BANK's premises only. Should the UCPB Savings Bank require the CONTRACTOR to perform services outside of the UCPB Savings Bank's premises, the CONTRACTOR will charge actual incidental expenses (transportation and accommodations), as well per diem for its employees. In such cases, travel time to the location indicated by the UCPB Savings Bank, Inc. will be considered as work rendered and be billed to the UCPB Savings Bank accordingly, provided that the travel and the appropriate charges are indicated in the CONTRACTOR's formal proposal and duly approved by the UCPB Savings Bank.
17. That the specific bank branches and facilities covered by this as indicated in the list. Additional branches or facilities may be enrolled by a written notice from UCPB Savings Bank to the Contractor and shall be under the same terms and conditions herein stipulated. Conversely, branches may cease operations may be deleted from the list as required by UCPB Savings Bank.

18. That the contractor guaranteed that they have a sufficient personnel to supply manpower in all branches as listed;

BRANCH/LOCATION	AREA	TYPE	SERVICES	QTY	UOM
HEAD OFFICE					
Head Office	National Capital Region	Head Office	Drivers - OP	1	heads
			Drivers	4	heads
			Motorized Messenger	5	heads
			Supervisor	1	heads
			Maintenance	1	heads
			Housekeeping - OP	1	heads
			Housekeeping	10	heads
Kalayaan Ext. Office		Extension Office	Housekeeping	3	heads
SUB-TOTAL HEAD COUNT				26	heads
VISAYAS AREA					
Naga Cebu	Central Visayas	Full Branch	Housekeeping/Messenger	1	heads
Tuburan		Full Branch	Housekeeping/Messenger	1	heads
SUB-TOTAL HEAD COUNT				2	heads
Bacolod	Western Visayas	Full Branch	Housekeeping/Messenger	1	heads
Escalante		Full Branch	Housekeeping/Messenger	1	heads
Iloilo		Full Branch	Housekeeping/Messenger	1	heads
La Castellana		Full Branch	Housekeeping/Messenger	1	heads
Numancia		Full Branch	Housekeeping/Messenger	1	heads
SUB-TOTAL HEAD COUNT				5	heads
Borongan	Eastern Visayas	Full Branch	Housekeeping/Messenger	1	heads
Gandara		Full Branch	Housekeeping/Messenger	1	heads
Ormoc		Full Branch	Housekeeping/Messenger	1	heads
Palo		Full Branch	Housekeeping/Messenger	1	heads
Sogod		Full Branch	Housekeeping/Messenger	1	heads
SUB-TOTAL HEAD COUNT				5	heads
MINDANAO AREA					
Aloran	Northern Mindanao	Full Branch	Housekeeping/Messenger	1	heads
Bulua		Full Branch	Housekeeping/Messenger	1	heads
Cagayan de Oro		Full Branch	Housekeeping/Messenger	1	heads
		Regional Office	Housekeeping	1	heads
		Lending	Housekeeping	1	heads
Lapasan		Branch	Housekeeping/Messenger	1	heads
SUB-TOTAL HEAD COUNT				6	heads
Davao	Southern Mindanao	Full Branch	Housekeeping/Messenger	1	heads
Tagum		Full Branch	Housekeeping/Messenger	1	heads
SUB-TOTAL HEAD COUNT				2	heads
Dipolog	Zamboanga Peninsula	Full Branch	Housekeeping/Messenger	1	heads
Kabasalan		Full Branch	Housekeeping/Messenger	1	heads
SUB-TOTAL HEAD COUNT				2	heads
Glan	Soccsksargen	Full Branch	Housekeeping/Messenger	1	heads
SUB-TOTAL HEAD COUNT				1	heads
Lamitan	BARMM	Full Branch	Housekeeping/Messenger	1	heads
SUB-TOTAL HEAD COUNT				1	heads

19. That standard charging shall be applied for the services including all taxes;
20. The Contractor shall not assign or transfer any of its rights, interest, and obligations under this agreement without prior consent of the UCPB Savings Bank.
21. That the Contractor guarantee that in the case of termination, leaves or vacation of its personnel assigned in the Head Office or Branch office, an immediate replacement or reliever shall be sent to continue its service as part of this contract;
22. That the Contractor shall indemnify and save UCPB Savings Bank and all its officials, employees, personnel and representatives free and harmless from any and all claims, actions, liabilities, losses and suits arising from the gross negligence of UCPB Savings Bank employees in the implementation of this agreement.
23. The UCPB Savings Bank will be relieved from all obligations when breakdown occurs as a result of negligence and misuse by the Contractor.

VII, Confidentiality

1. The CONTRACTOR agrees that all data or information received or gathered by the SUPPLIER, its employees, and agents in the course of or in the performance of their obligations herein shall be kept confidential at all times and segregated from any and all data or information of the CONTRACTOR and/or its other clients. Such data or information shall not be divulged by the CONTRACTOR, its employees or agents to any third party without the written consent of UCPB Savings Bank.
2. Upon the termination of this Contract, all worksheets, plans, blue prints, photographs and other information prepared, used, required or obtained by the CONTRACTOR in relation to this Contract shall remain as the exclusive property of UCPB Savings Bank and shall be left with UCPB Savings Bank for safekeeping. This confidentiality requirement shall be made an essential condition by the CONTRACTOR in the hiring of its employees or agents.
3. Pursuant to the provisions of BSP Circular No. 765 & 899, the parties shall be held jointly and solidarity liable for any violation of Republic Act No. 1405 and/or any form of disclosure of confidential information that may arise in connection with the performance of any of the obligations hereunder and the corresponding penalty/ies therefor, as may be found by a competent court, without prejudice to the right of the non-erring party to be indemnified by the erring party.
4. The CONTRACTOR further confirms that any personal identifiable information received or accessed in the course of the performance of their obligations herein shall be managed in accordance with the provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012.
5. The foregoing obligation on confidentiality shall survive and subsist even after the termination or cancellation of the Contract.

LIST OF BRANCHES

NO	BRANCH	TYPE	ADDRESS
OFFICES			
1	Head Office	Office	OFBank Building, Liwasang Bonifacion, Intramuros, Manila City
2	Extension Office	Office	106 Neptune Street, Kalayaan Avenue Corner Makati Avenue, Makati City
LUZON – 1 AREA			
1	Batac	Branch	MC Building Washington Street Barangay Ablan Batac, Ilocos Norte
2	Kalayaan	Branch	106 Neptune Street, Kalayaan Avenue Corner Makati Avenue, Makati City
3	La Trinidad	Branch	JC 159 Central Pico, La Trinidad, Benguet
4	Lingayen	Branch	Corner Avenida Rizal & Artacho West Streets Lingayen Pangasinan
5	Mabalacat	Branch	Kimaesha Bldg., Dau Mc-Arthur Highway, Mabalacat City
6	Malolos	Branch	Paseo Del Congreso, Catmon, Malolos, Bulacan
7	Morong	Branch	600 Tomas Claudio Street, San Pedro Morong, Rizal
8	Rizal Avenue	Branch	Unit 201-203 Tan Han Chi Place 1558 Rizal Ave. corner Mayhaligue St. Sta. Cruz, Manila
9	San Jose Del Monte	Branch	Dalisay Bldg., Halili Ave., Tungkong Mangga, San Jose Del Monte, Bulacan
10	Banaue	Branch	PPSTA 4, 245 Banawe St, Sto Domingo, Quezon City, 1109 Metro Manila
11	Sta. Ignacia	Branch	Altandex Building beside Alta Gas Station Romulo Highway, Poblacion East, Sta. Ignacia, Tarlac
12	Tanay	Branch	F.T Catapusan St., Plaza Aldea, Tanay, Rizal
13	Bacnotan	Branch Lite	267 Maharlika Highway Poblacion, Bacnotan, La Union
14	Ilagan	Branch Lite	Ground Floor, Hipolito Building, Maharlika Highway, Calamagui 2 nd City of Ilagan, Isabela 3300
15	Orion Branch Lite	Branch Lite	Stall No. 31 National Road, Brgy. Arellano, Orion, Bataan
16	Rizal Nueva Ecija	Branch Lite	Quezon St., Poblacion Centro, Rizal, Nueva Ecija
LUZON – 2 AREA			
1	Alabang	Branch	Common Goal Tower Finance St. corner Industry St. Madrigal Business Park Alabang, Muntinlupa City
2	Alaminos	Branch	M. H. Del Pilar Street, Poblacion, Alaminos, Laguna
3	Alfonso	Branch	Mabini St. Corner Libertad St. Poblacion II, Alfonso Cavite
4	Atimonan	Branch	Quezon St. corner C.O. Reyes St. Brgy. Zone II, Atimonan Quezon
5	Calauag	Branch	Cantre St. Corner Bonifacio St. Brgy. 3, Calauag, Quezon
6	Caramoan	Branch	41 Real Street, Tawog Caramoan, Camarines Sur
7	Goa	Branch	Rizal Street Cor. Panday St., Brgy. Poblacion, GOA, Camarines Sur
8	Libmanan	Branch	Bichara Arcade, T. Dilanco Street, Libod#1, Libmanan, Camarines Sur
9	Lucban	Branch	Rizal Avenue corner San Luis Street, Brgy. 8, Lucban, Quezon
10	Nagcarlan	Branch	E.A. Fernandez corner E. Lucido Streets, Poblacion, Nagcarlan, Laguna
11	Pili	Branch	National Highway, Brgy. Old San Roque, Pili, Camarines Sur
12	Puerto Princesa	Branch	AICON Plaza, National Highway, Bgy. San Pedro, Puerto Princesa City, Palawan
13	Sablayan	Branch	420 P. Urieta St., Brgy. Buenavista, Sablayan, Occidental Mindoro

14	San Jose-Batangas	Branch	Makalintal Ave. corner Dr. Ona St., San Jose, Batangas
15	Sta. Rosa	Branch	UCPB Building National Hi-Way, Brgy. Balibago, Sta Rosa Laguna
16	Tanza	Branch	007 A. Soriano Highway, Daang Amaya 1, Tanza, Cavite
17	Tayabas	Branch	64 Quezon Avenue (Tayabas-Lucban Road) cor M. Ponce, Street Brgy. San Diego Zone 1, City of Tayabas
18	Tiaong	Branch	Maharlika Highway corner San Antonio Road, Poblacion 3, Tiaong, Quezon
19	Daraga	Branch Lite	Daraga Town Center, Bañag, Daraga, Albay
20	Calapan	Branch Lite	Ground Floor Halcon Heights Building Dama de Noche St., Lumang Bayan, Calapan City, Oriental Mindoro
VISAYAS AREA			
1	Bacolod	Branch	Ground Floor, San Antonio Park Square, Mandalangan Bacolod City, Negros Occidental
2	Borongan	Branch	E. Cinco Street, Borongan City, Eastern Samar
3	Escalante	Branch	Stall D-1, Puregold Bldg. North Ave. Balintawak, Escalante City, Negros Occidental
4	Iloilo	Branch	Angeles Arcade De Leon Street, Iloilo City
5	La Castellana	Branch	Feria corner Bonifacio Street, Brgy. Robles La Castellana, Negros Occidental
6	Naga Cebu	Branch	E. Sayson St., Central Poblacion Naga City, Cebu
7	Numancia	Branch	R.P.V. Building, National Highway Brgy. Joyao-joyao, Numancia, Aklan
8	Ormoc	Branch	G/F HSSC Building Real Street, Ormoc City
9	Sogod	Branch	Osmeña Street, Brgy. Zone IV Sogod, Southern Leyte
10	Tuburan	Branch	Tabotabo Street, Poblacion Tuburan, Cebu
11	Gandara	Branch Lite	Maharlika Highway, Brgy. Adela Heights, Gandara, Samar
12	Palo	Branch Lite	Tacloban - Baybay Road, Brgy. Guindapunan, Palo, Leyte
13	San Jose Antique	Lending Office	Gorund Floor , LASP Building Gov. Fullion St. San Jose de Buenavista, Antique
MINDANAO AREA			
1	Aloran	Branch	Jose Mutia Street, Brgy. Ospital Aloran, Misamis Occidental
2	Bulua	Branch	G/F Forever Books Building, Zone 6 Bulua, Cagayan De Oro City, Misamis Oriental
3	Cagayan de Oro	Branch	Capistrano-Cruz, Taal Streets, Brgy 7, Cagayan de Oro City, Misamis Oriental
4	Davao	Branch	MK Central Bldg. J.P. Laurel Ave. Bajada, Davao City
5	Dipolog	Branch	Quezon Avenue, Miputak, Dipolog City, Zamboanga Del Norte
6	Glan	Branch	182-C Enrique Yap Street, Poblacion Glan, Sarangani Province
7	Lamitan	Branch	Quezon Boulevard, Brgy. Malakas, Lamitan, Basilan
8	Lapasan	Branch	Market City, Agora, Lapasan, Cagayan de Oro City
9	Tagum	Branch	Consuelo Business Center Units 9-12 Pioneer Ave., Magugpo South Tagum City
10	Kabasalan	Branch Lite	Cainglet, Kabasalan, Zamboanga Sibugay
11	Zamboanga	Lending Office	UCPB Bldg. Rizal & Corcuera St.
12	Butuan	Lending Office	Door G, 2/F Oro Cam Building, J.C. Aquino Avenue corner M. Carlo Street, Silongan, Butuan City, Agusan Del Norte
13	Sindangan	Lending Office	Mabini Street, Brgy. Poblacion Sindangan, Zamboanga del Norte
14	Malaybalay	Lending Office	Unit 3 Saint Josph Square Fortich St., Brgy. 3 Malaybalay City, Bukidnon

SUMMARY OF BRANCHES

NO	AREA	BRANCH	BRANCH LITE	LENDING
1	OFFICES	2	0	0
2	LUZON – 1 AREA	12	4	0
3	LUZON – 2 AREA	18	2	0
4	VISAYAS AREA	10	2	1
5	MINDANAO AREA	9	1	4
TOTAL		51	9	5




***Section VIII. Checklist of Technical and
Financial Documents***



Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from 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 Areas;
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 contracts, 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 the 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 Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; and
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, 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.

Financial Documents

- ☐ (k) The Supplier's audited financial statements, 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 agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint 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.

25 FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

Section IX. Bidding Forms

A handwritten signature in blue ink, consisting of a large, stylized 'P' followed by a series of loops and a final vertical stroke.

BID FORM

Date : _____
Project Identification No. : _____

To: *[name and address of Procuring Entity]*

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/deliver/perform]* *[description of the Goods]* 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 Amount and Purpose of
of agent Currency 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.

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: _____



Bid Form# 02 Contract Agreement Form

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of *PROCURING ENTITY*] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - a) The Supplier' Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
 - b) Schedule of Requirements;
 - c) Technical Specifications;
 - d) General Conditions of Contract;
 - e) Special Conditions of Contract;
 - f) Performance Security; and
 - g) Entity's Notice of Award.
 - h) Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs.

Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the payments to be made by the Entity to the Supplier as hereafter mentioned, the Supplier hereby covenants with Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Entity hereby covenants to pay the Supplier in consideration of the goods and services and the remedying of defects therein, The Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
5. Notwithstanding any provision in the General and Special Conditions of Contract, the UCPBS may pre-terminate this Contract subject to a notice to the Supplier within thirty (30) days prior to the effective date of pre-termination.
6. UCPBS shall have the right to assign its rights and liabilities under this Contract subject only to a notice to the Supplier.

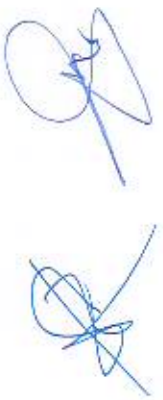
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed and delivered by _____ the _____ (for the Entity)

Signed, sealed and delivered by _____ the _____ (for the Contractor)

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Two blue ink signatures are located in the bottom right corner of the page. The top signature is a stylized, cursive mark, and the bottom signature is a more complex, scribbled mark.

Bid Form# 03 Omnibus Sworn Statement

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 OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Form# 04 Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: [Insert number]

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/We have hereunto set my/our hand/s this ____ day of [month]
[year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Form# ____ Statement of all Ongoing Contracts

Statement of all Ongoing Government and Private Contracts Including Contracts
Awarded but not yet Started

Business Name : _____

Business Address : _____

Name of Contract/ Project Cost	Owners Name Address Telephone nos.	Nature of Work	Bidders Role		Date Awarded Date Started Date of Completion	% Accomplishment	
			Description	%		Planned	Actual
Government							
Private							
						Total Cost	

Note: This statement will be verified during the Post Qualification Stage through any of the following evidence not limited to:

- Notice of Award and/or Contract/ Purchase Order
- Official Receipt/ Sales Invoice
- Notice to Proceed issued by the owner
- Certificate of Accomplishment signed by the owner or authorized representative
- Verification with the clients

Signature over printed name of Company Authorized Representative

Name and Designation (in print)

Date

Bid Form# ____ Statement of Single Largest Completed Contract

Statement of Single Largest Completed Contract Similar to the Contract to be Bid

This is to certify that _(Company)_____ has following completed contracts for the period of CY 2019 – 2022

Date of the Contract	Contracting Party	Name of Contract	Amount of Contract	Date of Delivery/End-User's Acceptance	Date of Official Receipt

Note: This statement will be verified during the Post Qualification Stage through any of the following evidence not limited to:
Notice of Award and/or Contract/ Purchase Order
Official Receipt/ Sales Invoice
Notice to Proceed issued by the owner
Certificate of Accomplishment signed by the owner or authorized representative
Verification with the clients

Signature over printed name of Company Authorized Representative

Name and Designation (in print)

Date




NET FINANCIAL CONTRACTING CAPACITY (NFCC) STATEMENT

Summary of the bidder assets and liabilities on the basis of the income tax return and audited financial statement stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collection agent, for the immediately preceding year. The computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

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

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-total	
Multiplied by 15	
Sub-total	
Minus: Value of outstanding contracts	
NCFF	

Signature over printed name of Company Authorized Representative

Name and Designation (in print)

Date



Bid Form# 05 Section VI. Schedule of Requirements

The SUPPLIER shall assign such number of its employees based on the quantity specified, upon agreement with the BANK, as would be sufficient to fully and effectively render the work and services herein undertaken. Such employees of the SUPPLIER shall be properly attired and provided by the latter with the corresponding uniforms and identification cards. In this respect, the SUPPLIER warrants that it has properly trained and thoroughly screened its employees prior to their employment and that they have been required to present favorable NBI clearances and medical certificates attesting to their probity and physical fitness for the work involved

The Contractor shall supply the following personnel but not limited to perform its obligations.

SUMMARY OF MANPOWER REQUIRED		
BRANCH/LOCATION	QTY	UOM
Drivers	5	heads
Motorized Messenger	6	heads
Supervisor	1	heads
Maintenance	1	heads
Housekeeping	16	heads
Housekeeping/Messenger	58	heads
Warehouse Caretaker	1	heads
TOTAL HEAD COUNTS	88	HEADS

I hereby commit to comply and deliver the above requirements.

Name of Company (in print)

Signature of Company Authorized Representative

Name and Designation (in print)

Date

Bid Form# 06 Section VII. Technical Specifications

STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS

INSTRUCTIONS:

The bidder must state in the last column opposite each parameter and required specifications either “Comply” or “Not Comply”. All pages shall be properly signed. Bidders must state here either “Comply or “ Not Comply” against each individual parameters of each requirements. Statements of “Comply or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. A statement 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. A statement either in the Bidder’s statement of compliance of the supporting evidence that is found to be false either during Bid Evaluation, post evaluation, or the execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

Technical Specifications

Item	Specification	Statement of Compliance
	General Requirements: Refer Annex “A”, “B” and “C”	
I.	Qualifications	
	Specific experience of the Third-Party One-Year Janitorial, Messengerial, Driver, and Maintenance Service for All UCPB Savings Branches and Offices Nationwide relevant to the assignment At least FIVE (5) years continuous experience in the business of servicing Janitorial, Messengerial, Driver, and Maintenance Service all throughout the Philippines, and must have an established network of operation in the area:Luzon, Visayas, or Mindanao, that they will service, including its remote areas and islands. And TWO (2) years of continuous experience with any financial institutions.	
	SCOPE OF WORKS	
II.	1. Janitorial Services Janitorial personnel shall render eight (8) hours of work a day, from Monday to Saturday in order to perform the following tasks: 1.2 DAILY PERIODIC ROUTINE. The daily routine services of janitorial personnel shall include: a. Sweeping, dusting, mopping and polishing of floors on all rooms, corridors, lobbies, and stairs and entrances or areas which may be specified by the UCPB Savings; b. Cleaning and wiping of all office tables, glass tops, furniture and fixture, equipment, appliances, window ledges, counters, doorknobs, glass partitions and doors; c. Cleaning and sanitizing of comfort rooms (CRs) at	

	least three (3) times a day, pantries, bath and kitchens sinks and removal of spots or stains from floors and other surfaces; d. Fetching water and filling of container in the CRs when water is not available; e. Cleaning of driveways, parking spaces and immediate surroundings of the buildings; f. Proper disposal of solid waste from various parts of the area assigned to the designated trash storage; g. Upkeep of indoor potted plants; h. Prepare and serve refreshments during conferences and/or meetings; and i. Maintenance of landscape including but not limited to watering of plants, weeding gardens, trimming trees and shrubs, and keeping green spaces and walkways clear of debris and litter. 1.2 WEEKLY PERIODIC ROUTINE. The weekly routine services of janitorial personnel shall include: a. Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs; b. Thorough cleaning, washing and scrubbing of all rooms and CRs facilities; c. Cleaning and polishing on the inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging; d. Washing, scrubbing, stripping, waxing and polishing floors; e. Disinfecting of all bathrooms; and f. Any other works advised by the UCPB Savings in connection with the service. 1.3 MONTHLY PERIODIC ROUTINE. The monthly routine services of janitorial personnel shall include: a. Dusting and removing of cobwebs from ceiling of the premises; b. Cleaning of ornamental plants and polishing stair railings and metal signs; c. General cleaning of draperies and blinds; d. Spraying of insecticides and other pest control activities, when necessary; e. Refilling of liquid deodorizers, liquid soaps and among others in all athrooms; and f. Trimming of grass / shrubs in the UCPB Savings grounds. 1.4 QUARTERLY PERIODIC ROUTINE. The quarterly routine services of janitorial personnel shall include: a. Thorough general cleaning of all areas including windows; and b. Thorough shampooing of all chairs, panels, carpets and rugs. 1.5 MISCELLANEOUS ROUTINE AND OTHER SERVICES. Miscellaneous services to be rendered by janitorial personnel as per request of the concerned units of the UCPB Savings shall include, but not limited to:	
--	---	--

	a. Carrying, transporting or moving of office furniture, equipment or supplies within and/or outside premises as may be assigned from time to time or during major UCPB Savings activities; b. Report any damage/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixture that will need immediate repair; c. Errand services as required by concerned UCPB Savings. In performing errand services, the janitorial personnel must fill out a Pass Slip, duly authorized by the Janitor Supervisor, which shall be submitted to the security guard on duty in order to be informed of his/her whereabouts or itinerary in case of the need to be located or contracted; and d. Render extra hours of service as assigned by UCPB Savings representative.	
	2. Messengerial Services 2.1 The Service Provider will provide onward delivery from the office to any sites assigned by UCPB Savings within Metro Manila; 2.2 Transport Services to be used shall be motorcycle supplied by the service provider; 2.3 All movements of goods shall be carried out by a method which ensures the protection thereof at all times, taking into account the nature of the goods and security, environmental and climatic factors; 2.4 All vehicles used by the Service Provider shall be in good condition, clean and be provided with sufficient clean pads, covers and other protective materials in order to avoid damage to the goods; 2.5 Transport Documentation shall issue with a written order to the Service Provider providing consignee's name, full address and telephone number at destination and other instructions as may be necessary; 2.6 The Service Provider shall ensure that transported goods are covered by a UCPB Savings Delivery Receipt and that the consignee signs as Proof of Delivery. Such Proofs of Delivery will be submitted to UCPB Savings upon successful delivery; 2.7 All losses, shortages and/or damages that occur due to poor handling will be reimbursed by the Service Provider based on UCPB Savings item price; 2.8 The Service Provider shall provide to UCPB Savings that it has a valid Transit insurance covering potential losses that may arise in the vehicle: fire, stealing, road accident etc.; 2.9 The Contractor shall be responsible for forwarding to the consignee any or all items left behind at place of origin whenever such oversights are caused by fault or negligence of the Contractor. This responsibility shall	

	include payment for all extra costs incurred in insuring and transporting the goods to the consignee at the final destination; 2.10 The Contractor shall protect the interests of UCPB Savings at all times and ensure settlement is effected without delay, in accordance with relevant regulations, subject to inherent delays of the relevant legal systems. 2.11 The Contractor shall be absolutely liable for loss of or damage of goods arising in the course of, or attributable to negligence in the handling of them by the Contractor, its employees or agents; 2.12 With regard to loss or damage to any goods arising while in the possession, custody or control of the Contractor, or its agents, the value of the goods lost or damaged will be deducted from the transport invoice. Note: Transport charges will not be paid for lost/damaged goods; 2.13 Render extra hours of service as assigned by UCPB Savings representative.	
	3. Driver Services 3.1 Drive office vehicles for the transport of authorized personnel. 3.2 Meet officials at the airport and facilitate immigration and customs formalities as and when required. 3.3 Collect and deliver mails, documents, and other items. 3.4 Ensure that all vehicles comply with the Minimum Operating Security Standards 3.5 Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes. 3.6 Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time. 3.7 Log official trips, daily mileage, fuel consumption, oil changes and greasing. 3.8 Follow all rules and regulations in relation to the Road Safety Transport Authority. 3.9 Perform other duties as assigned by the Supervisor/Transport Officer. 3.10 Render extra hours of service as assigned by UCPB Savings representative.	
	4. Maintenance Services 4.1 Maintaining all log books, register, schedules, checklist, monthly report and SOPs separately for each area of work. This includes maintaining log book on daily, weekly and	




	monthly basis and report to Administrative Officer; 4.2 Daily routine checkup of all the electrical System & appliances and replace defective bulbs, tube lights, parameter lights, fans, switches, sockets, plug points, short circuiting/Tripping lines, rewiring, managing tangled wires, load balancing and any other job; 4.3 A thorough checking up to all the electrical systems which includes cleaning of all panel junctions, tightening of all connections, checking/cleaning/greasing of all contracts, checking of Main Circuit Breakers (MCB's); 4.4 Checking the electric current load between each electrical phase to ensure electric load is equally shared in each phase to avoid accident while installation of various electrical equipment/device i.e. Heater, AC, UPs etc. where necessary 4.5 Maintenance of Power equipment - AC, Fan, all lights, sockets, Electricity supply distribution board (DB box) etc and kitchen equipment/appliances – Repair & maintenance for Refrigerator, Air conditioner, Microwave, Oven, Mixer-Grinder, Electric kettle etc. 4.6 Daily routine checkup for all the general maintenance & repair work. The work includes maintenance of Vinyl flooring, carpeting, blinds, maintenance of carpets, operation of AC, general treatment of damp and pest control and also fumigation, rodent control, termite treatment and schedule servicing; 4.7 Installation/repair of flush, shower, repair of leakages from pipelines both internal & external, surface drains, manhole cleaning, commode leak repair, tap, flushing cistern and removal of blockage in the pipelines using pressure pump if necessary; 4.8 Will do the Carpentry work on as & when required basis which will include: Repair of desk, chair, cupboards; Aluminum/ wooden windows & door disorder; Door Frame and Door Lock; Sealing Doors and Windows; Fixing frames for doors; Local made panel door shutter; Mosquito screen window shutter; Fixed chicken wire mesh with fly mesh; Aluminum Skirting; Repair of desk, chair, windows/door disorder, doorframe, door lock, sealing doors and window. 4.9 The drainage work includes cleaning of manholes, rain water drainages and rooftop rain water drainage. The contractor will be responsible for taking out the debris and cleaning of ground manholes, connection pipes & rain water drainages and to clear all the blockages. The debris from all the drainages to be thrown out from the UCPB Savings premises. 4.10 Render extra hours of service as assigned by UCPB Savings representative.	
--	--	--




	5. Supervisor a. The Janitor supervisor must, on top of his / her regular duties; b. Submit to UCPB Savings, General Service Department a projected monthly and Quarterly schedule of cleaning within ten (10) days from assumption of duties; c. Evaluate and verify employee performance through a review of completed work assignments. He / She shall submit to the UCPB Saving - GSD quarterly performance evaluation of the janitorial staff; d. Ensure compliance and implementation of UCPB Saving's rules and regulations apart from the cleanliness and sanitation of its premises; e. Conduct inspection of the premises to ensure clean and safe conditions and inspect equipment for cleanliness and repair; f. Prepare daily bathroom cleaning checklist, checklist must attached to the back of each CR's door; g. Ensure delivery of supplies needed by its complement for the month and quarter and submit therewith a list/inventory thereof to UCPB Savings GSD Officer every month; h. Determine, on a monthly basis, the materials, supplies, and equipment needed; i. Submit every first Monday of the month to UCPB Savings – GSD Officer a report of the supplies consumed during the previous month and an inventory of the remaining supplies to be consumed for the year; and j. Ensure correctness of daily log entries of all janitorial personnel assigned to UCPB Savings.	
--	--	--

I hereby commit to comply and deliver the above requirements.

Name of Company (in print)

Signature of Company Authorized Representative

Name and Designation (in print)

Date




[Handwritten signature]