

## SECTION VIII. BIDDING FORMS

### Notes on the Bidding Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB** Clause **Error! Reference source not found.** with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB** Clause **Error! Reference source not found.**

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form for Advance Payment** should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Entity and pursuant to **GCC** Clause **Error! Reference source not found.** and its corresponding SCC provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB** Clause **Error! Reference source not found.** Failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.

**CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS**

**PROVISION OF JANITORIAL AND SANITATION SERVICES**

**(ENVELOPE # 1)**

**Bid Form**

Date: \_\_\_\_\_  
Invitation to Bid No.: \_\_\_\_\_

To: [name and address of Procuring Entity]

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

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 as per ITB Clause 5 of the Bidding Documents. 70

We likewise certify/confirm that the undersigned, [for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**NATIONAL HOME MORTGAGE FINANCE CORPORATION**

**Project : PROVISION OF JANITORIAL AND SANITATION SERVICES**

**Location : 5th Floor, Filomena Building III, 104 Amorsolo Street  
Legaspi Village, Makati City**

**CHECKLIST OF ELIGIBILITY DOCUMENTS**

	<b>Form No.</b>	<b>Name of Document</b>
[ ]		Certified True Copy of Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the <u>BDS</u> ; (validated by the concerned government agency or bidder may bring the original copy of the document/s on the day of the bid opening for BAC's certification)
[ ]		Valid Mayor's permit issued by the City or Municipality where the principal place of business of the prospective bidder is located (validated by the concerned government agency or bidder may bring the original copy of the document/s on the day of the bid opening for BAC's certification)
[ ]		PhilGEPS Certificate of Registration and Membership
[ ]		Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR

**NATIONAL HOME MORTGAGE FINANCE CORPORATION**

Project : **PROVISION OF JANITORIAL AND SANITATION SERVICES**

Location : **5<sup>th</sup> Floor, Filomena Building III, 104 Amorsolo Street  
Legaspi Village, Makati City**

**CHECKLIST OF TECHNICAL PROPOSAL FORMS DOCUMENTS**

<b>The Technical Component shall contain the following:</b>		
	<b>Form No.</b>	<b>Name of Document</b>
[ ]	TPF 1	Technical Proposal Submission Form
		Details of the Technical Proposal
[ ]	TPF 2	Statement of Single Largest Completed Contract
[ ]	TPF 3	Statement of Similar On-Going Projects and Projects Awarded but Not Yet Started
[ ]	TPF 4	Omnibus Sworn Statement
[ ]		Bid Security/ Bid Securing Declaration
[ ]		Audited Financial Statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the calendar years <b>2016</b> and <b>2017</b> ;
[ ]		Computation of Net Financial Contracting Capacity (NFCC) or submission of Credit Line From Universal or Commercial Bank, if awarded the contract
[ ]		Schedule of Requirements (Section VI)
[ ]		Conformity with the Technical Specifications, as enumerated and specified in the Terms of Reference (Section VII)

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)  
WHICH IS SIMILAR IN NATURE**

This is to certify that [name of company] has the following single largest completed similar contract within the period June 2014 to June 2018:

End-User's Name and Address	Classification (Gov't / Private)	Name of Contract	Date of Contract	Kind of Service / Goods Sold	Amount of Contract	Bidder is A) Manufacturer B) Supplier / Contractor C) Distributor

**Inclusions:**

- a. Cut-off date is within the period June 2014 to June 2018
- b. Proof of single largest completed similar contract must be submitted such as:
  - (1) Certificate of Satisfactory Completion or Certificate of Acceptance from the clients; or Official Receipt; and
  - (2) Contract Agreement; or Purchase Order; or Job Order.

Submitted by:

\_\_\_\_\_  
Printed Name and Signature  
of Bidder's Representative

Designation \_\_\_\_\_

Date: \_\_\_\_\_

**STATEMENT OF SIMILAR ONGOING AND THOSE AWARDED  
CONTRACTS/PROJECTS BUT NOT YET STARTED**

This is to certify that [name of company] has the following ongoing and awarded but not yet started contracts for the period June CY 2014 - June CY 2018:

End-User's Name and Address	Classification (Gov't / Private)	Name of Contract	Date of Contract	Kind of Service	Amount of Contract	Bidder is A) Manufacturer B) Supplier / Contractor C) Distributor

**Inclusions:**

- a.) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) within the period June 2014 to June 2018.
- b.) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none.
- c.) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC), in case an NFCC is submitted as an eligibility document.
- d.) Submit the following proofs:
  - 1. Notice of Award and Notice to Proceed; or
  - 2. Purchase Order or Contract Agreement or Job Order.

Submitted by:

\_\_\_\_\_  
 Printed Name and Signature  
 of Bidder's Representative  
 Designation \_\_\_\_\_

Date: \_\_\_\_\_



**OMNIBUS SWORN STATEMENT**

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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 to 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 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 of (Name of Bidder), I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for (Name of the Project) of the (Name of the Procuring Entity);

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 and/or to represent the (Name of Bidder) in the bidding as shown in the attached (state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture));

3. (Name of Bidder) is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, officers, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. (Name of Bidder) that 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: I am 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 degree;

7. (Name of Bidder) complies with existing labor laws and standards; and
8. (Name of Bidder) is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hands this \_\_\_\_ day of \_\_\_\_\_, 2018 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**NATIONAL HOME MORTGAGE FINANCE CORPORATION**

**CHECKLIST FOR TECHNICAL PROPOSAL DOCUMENTS**

**FOR**

**PROVISION OF JANITORIAL AND SANITATION SERVICES**

**(ENVELOPE # 2)**

**REPUBLIC OF THE PHILIPPINES )**  
**CITY OF \_\_\_\_\_ ) S.S.**  
**x-----x**

### **BID-SECURING DECLARATION**

**Invitation to Bid/Request for Expression of Interest No.1:** *[Insert reference number]*

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

I/We<sup>2</sup>, 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 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<sup>3</sup>, if I/we have committed any of the following actions:
  - i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
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;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, 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'S AUTHORIZED REPRESENTATIVE]***

***[Insert signatory's legal capacity]***  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_.

**TECHNICAL PROPOSAL SUBMISSION FORM**

*[Date]*

**MS. LOURDES C. BACANI**

Chairman

Bids and Awards Committee

**NATIONAL HOME MORTGAGE FINANCE CORPORATION**

5<sup>th</sup> Floor, Filomena Building

104 Amorsolo Street, Legaspi Village

Makati City

Dear Ms. Bacani:

We, the undersigned, offer to supply the requirement of the National Home Mortgage Finance Corporation for the **PROVISION OF JANITORIAL AND SANITATION SERVICES** in accordance with your bidding documents dated *[insert date]*. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of bid validity, *i.e.*, before *[insert date]*, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

We acknowledge and accept the National Home Mortgage Finance Corporation's right to inspect and audit all records relating to our Bid irrespective of whether or not we enter into a contract with the National Home Mortgage Finance Corporation as a result of this Bid.

We understand that you are not bound to accept any Bid received for the selection of a bidder for the Project.

Very truly yours,

Authorized Signature:

Name and Title of Signatory

Name of Firm:

Address:

*[Letter Head/Address]*

**DETAILS OF THE TECHNICAL PROPOSAL  
(Housekeeping Plan)**

**A. WORKPLAN**

<b>TECHNICAL SPECIFICATIONS WORKPLAN REQUIREMENTS</b>	<b>PROPOSAL</b>
<b>Daily Operations:</b>	
1) Sweeping, mopping, spot scrubbing, waxing, and polishing of all floors. Main entrance, waiting areas, counseling and cashier areas shall be serviced continuously during office hours.	
2) Vacuuming of all carpeted areas (where applicable)	
3) Dusting, damp-mopping and polishing of furniture and fixtures.	
4) Cleaning and sanitizing of toilets and wash rooms, which include the constant use of special cleaning and sanitizing solutions in basins and toilet bowls.	
5) Dusting and cleaning of office equipment surfaces, book shelves, cabinets and furniture, glass tops, inside windows, window edges, air vents, partitions, sidings, and inside walls.	
6) Emptying and cleaning of waste paper containers, pick butts from sand urns and disposing of garbage to designated areas.	
7) Disposal of trash, rubbish and garbage from the building to receptacles provided for this purpose.	
8) Watering of indoor plants;	
9) Washing of cups, saucers, spoons, glasses, and other office utensils.	
10) Cleaning of telephone and intercom receivers;	
11) Spoon off any sticky substance or dirt on the floor with putty knife and clean with damp cloth or rugs.	
12) Stay in respective posts for messengerial Job/ errand within the premises.	
13) Attend to the needs of staff meetings required;	
<b>Weekly Operations:</b>	
1) Washing and cleaning of inside glass windows and doors.	
2) Dusting of light fixtures and suspended from the ceiling.	
3) Cleaning, waxing, and polishing of office furniture and fixtures, counters, etc., excluding items or equipment that requires specialized maintenance.	



4) General cleaning of door knobs, glass partitions, and light diffusers.	
5) Thorough cleaning and disinfecting of toilet bowls, urinal bowls, and lavatory.	
6) Taking out of indoor plants for sunlight exposure.	
<b>Monthly/Periodic Operations:</b>	
1) Light fixtures covered by diffuser shall be removed, washed, replaced.	
2) Carpet and office furniture and fixtures (modular partitions), shampooing, if necessary or at least every six (6) months.	
<b>OTHER JANITORIAL ACTIVITIES</b> and related services that maybe assigned from time to time by the NHMFC officials and employees.	

**B. OBLIGATIONS AND RESPONSIBILITIES OF THE BIDDER**

<b>REQUIREMENTS</b>				<b>PROPOSAL</b>	
a) The <b>WINNING BIDDER</b> shall provide twenty-two (22) personnel and one (1) supervisor (free of charge) at the following locations and to be assigned as follows:					
	ASSIGNMENT (Head Office and Satellite Offices)	Number of Personnel	Schedule of Deployment		
			7am – 4 pm	8am – 5 pm	10 am – 7 pm
a. HO	Ground Floor	3	1	1	1
-	Second Floor	3	1	1	1
-	Third Floor	3	1	1	1
-	Fourth Floor	3	1	1	1
-	Fifth Floor	4	2	1	1
	Comfort Rooms	2	1	1	
b.	NHMFC – Taguig Warehouse	2	1	1	
c.	Imus, Satellite Office	1	1		
d.	Sta. Rosa Satellite Office	1	1		
	Total	22	11	6	5
	Plus One(1) Supervisor	1			

The **WINNING BIDDER** shall assign personnel qualified to perform the functions and duties and that they possess the following:

❖ **SUPERVISOR (Free of Charge)**

- Male/Female; Filipino Citizen
- Physically and Mentally Fit
- Below Fifty (50) years old
- Two (2) years of college studies
- Honest/Reliable
- Professionally trained and/or experienced relevant to the job
- Must have experienced in supervising a manpower complement of more than 20 utility personnel/janitors
- No derogatory records

❖ **JANITOR/UTILITY PERSONNEL**

- Male/Female; Filipino Citizen
- Physically and Mentally Fit
- Must be 18-50 years old
- At least High School Graduate
- Honest/Reliable
- Professionally trained and/or experienced relevant to the job
- At least two (2) janitors must possess practical knowhow in gardening and/or caring of plants
- At least two (2) janitors must have basic knowledge in plumbing and carpentry works
- Must have passed the qualifying examination set by the janitorial/utility service company
- No derogatory records

b) The **WINNING BIDDER** shall provide relievers or replacements of the assigned personnel who are absent or unable to perform the services contracted, for any reason whatsoever, in order to ensure continuous and uninterrupted service.

c) The **WINNING BIDDER** shall possess all government permits, licenses, and clearances necessary for the performance of the services contracted; assume full responsibility for complying with all laws, ordinances, and regulations applicable to the said contracted services; and

agrees to be solely responsible for renewing all such permits, licenses, and clearances.	
d) The <b>WINNING BIDDER</b> shall assign one (1) Supervisor free of charge, who shall be stationed at the NHMFC Head Office to monitor performance of deployed personnel.	
e) Any stoppage of work caused by the employees of the <b>WINNING BIDDER</b> for any unjustifiable reason shall be the responsibility of the WINNING BIDDER and shall be liable for any damage that may be caused to the NHMFC by such action.	
f) The <b>WINNING BIDDER</b> shall be liable for non-performance of work of its personnel assigned to the NHMFC and shall be liable for the payment of any losses caused by such non-performance of work.	

<b>REQUIREMENTS</b>	<b>PROPOSAL</b>
h) The <b>WINNING BIDDER</b> shall be liable for any losses and damages which the NHMFC properties and facilities may suffer as a direct result of the fault or negligence of the personnel assigned.	
i) The <b>WINNING BIDDER</b> shall assume exclusive, immediate and full responsibility for any loss or damage sustained by the NHMFC, its officers, employees, visitors and agents, as well as properties of said persons, where such loss or damage have been caused by or attributed to any untoward act, misconduct, negligence, theft, pilferage, robbery and any other unlawful or destructive act, on the part of the WINNING BIDDER or any of its personnel.	
j) The <b>WINNING BIDDER</b> , its representative and personnel shall obey the rules and regulations of the NHMFC pertaining to the janitorial activities	

k) The <b>WINNING BIDDER</b> shall provide identification cards to its personnel, which shall be worn during work hours and at all times that these personnel are within the NHMFC premises.	
l) The <b>WINNING BIDDER</b> shall comply with the payment of salaries in accordance with the existing labor laws, rules, and regulations such as but not limited to the Labor Code laws on existing Living Allowance, 13 <sup>th</sup> Month Pay, PD 351, PhilHealth, Social Security Law, Pag-IBIG and Employees Compensation Commission and shall strictly observe the provision of copy of pay slip to all its personnel assigned to NHMFC.	

**C. TECHNICAL SPECIFICATIONS FOR SUPPLIES / MATERIALS / EQUIPMENT**

NAME OF SUPPLIES/ MATERIALS/ EQUIPMENT	QUANTITY		
MINIMUM REQUIREMENTS		PROPOSALS	
<b>I. EQUIPMENT (FREE OF CHARGE)</b>			
o Floor Polisher (16")	7 Units 5-Head Office 1-Cavite 1-Laguna		
o Vacuum Cleaner (wet & dry)	7 Units 5-Head Office 1-Cavite 1-Laguna		
o 6-Step Ladder (4')	2		
o Push Cart	5 4-Head Office 1-Taguig City Warehouse		
o Mop Squeezer	5 units		
o Caution Sign, A-Type	2		
<b>II. Materials / Supplies / Cleaning Agent</b>			
A. Monthly Basis			
- Mop Heads	13 pcs.		
- Garbage Bag (XL)	390 pcs.		
- Laundry Bar Soap (4 slices per bar)	8 bars		

- Powder Soap	18 kilos		
- Zonrox/Clorox/Lysol	8 gallons		
- Deodorant Cake	124 pcs.		
- Air Freshener	14 pcs.		
- Round Rags	64 pcs		
- Furniture Polish	32 pcs		
- Emulsion Wax	8 gallons		
- Toilet Bowl Cleaner	8 gallons		
- Scotch Bright	32 pcs		
- Cleanser	18 kilos		
- Solvent Wax	4 gallons		
- Muriatic Acid	3 gallons		
- Sealer Wax/Stripper	8 gallons		
B. Every Two (2) Months:			
- Garbage Bag (small)	390 pcs		
- Scrubbing Pad (16")	7 pcs		
- Polishing Pad (16")	7 pcs		
- Hand Towels	16 pcs		
- Pranela	16 pcs		
C. Quarterly:			
- Soft Broom	24 pcs		
- Stick Broom	16 pcs		
- Carpet Shampoo	2 gallons		
- Metal Polish	4 cans		
D. Semi-Annually:			
- Toilet Brush	16 pcs		
- Mop Handles	13 pcs		
- Toilet Bowl Pump	8 pcs		
- Hand Gloves	16 pcs		
E. Annually:			
- Dust Pan	24 pcs		
- Door Mat	16 pcs		
- Glass Squeegee	16 pcs		
- Feather Duster	16 pcs		
- Pail	16 pcs		
- Spray Gun	16 pcs		
- Tong	8 pcs		
- Water Dipper	56 pcs		
- Trash Can with Cover	26 pcs		

**NATIONAL HOME MORTGAGE FINANCE CORPORATION**

**CHECKLIST FOR FINANCIAL PROPOSAL DOCUMENTS**

**FOR**

**PROVISION OF JANITORIAL AND SANITATION SERVICES**

**(ENVELOPE # 3)**

**NATIONAL HOME MORTGAGE FINANCE CORPORATION**

Project : **PROVISION OF JANITORIAL AND SANITATION SERVICES**

Location : **5<sup>th</sup> Floor, Filomena Building III, 104 Amorsolo Street  
Legaspi Village, Makati City**

**CHECKLIST OF FINANCIAL PROPOSAL DOCUMENTS**

NAME OF BIDDER : \_\_\_\_\_

<b>The Financial Component shall contain the following:</b>		
<b>Form No.</b>	<b>Name of Document</b>	
<input type="checkbox"/>	FPF 1	Financial Proposal Submission Form
<input type="checkbox"/>		Details of Financial Bid Proposal

*[Letter Head/Address]*

**FINANCIAL PROPOSAL SUBMISSION FORM**

**[/Date]**

**MS. LOURDES C. BACANI**

Chairman

Bids and Awards Committee

NATIONAL HOME MORTGAGE FINANCE CORPORATION

5<sup>th</sup> Floor Filomena Building

104 Amorsolo Street, Legaspi Village

Makati City

**Dear Ms. Bacani:**

We, the undersigned, offer to provide the services for National Home Mortgage Finance Corporation (NHMFC) for **PROVISION OF JANITORIAL AND SANITATION SERVICES** in accordance with your Bidding Documents dated *[insert date]* and our Bid (Technical and Financial Proposals. Our Financial Proposal is for the sum of *[amount in words and figures]*, inclusive of all taxes and other charges.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, **[Date]**.

In accordance with the Terms of Reference (“TOR”), we acknowledge and accept the National Home Mortgage Finance Corporation’s right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with NHMFC as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Terms of Reference (TOR), the provisions relating to the eligibility of bidder and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you received for the selection of the supplier for the project.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory



***Letter Head/Address***

**DETAILS OF FINANCIAL BID PROPOSAL**

**PROVISION OF JANITORIAL AND SANITATION SERVICES  
COST BREAKDOWN**

BILLING RATE (LABOR ONLY)	Janitor/Utility Personnel (NCR / Cavite / Laguna)
PAID TO CONTRACTUAL: Basic Pay Vacation /Sick Leave Benefits 13 <sup>th</sup> Month Pay ECOLA	
SUB-TOTAL	
PAID TO THE GOVERNMENT Pag-IBIG Contribution SSS Contribution PhilHealth Contribution ECC	
SUB-TOTAL	
TOTAL PAID TO CONTRACTUAL & GOV'T. Administrative Expenses	
BILLING PER MONTH Add: Value Added Tax	
TOTAL BILL	
Employees Rate per day	
No. of Utility Personnel	
No. of working days	
GRAND TOTAL	

Submitted by:

\_\_\_\_\_  
Printed Name and Signature  
of Bidder's Representative  
Designation \_\_\_\_\_

Date: \_\_\_\_\_