



2022 CONTRACT FOR JANITORIAL AND OTHER MANPOWER SERVICES

University of the Philippines Manila – Philippine General Hospital

Jointly prepared by:
UP Manila Procurement Office, BAC2 Secretariat and
The Technical Working Group
October 2021

in accordance with
Philippine Bidding Documents (PBD)
Government of the Republic of the Philippines
Sixth Edition
July 2020

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations.....	2
Section I. Invitation to Bid.....	Error!
Bookmark not defined.	
Section II. Instructions to Bidders.....	7
1. Scope of Bid	7
2. Funding Information.....	7
3. Bidding Requirements	7
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	7
5. Eligible Bidders.....	7
6. Origin of Goods	Error!
Bookmark not defined.	
7. Subcontracts.....	Error!
Bookmark not defined.	
8. Pre-Bid Conference	8
9. Clarification and Amendment of Bidding Documents	8
10. Documents comprising the Bid: Eligibility and Technical Components	8
11. Documents comprising the Bid: Financial Component	8
12. Bid and Payment Currencies	9
13. Bid Security	9
14. Sealing and Marking of Bids	9
15.. Deadline for Submission of Bids	9
16. Opening and Preliminary Examination of Bids	9
17. Domestic Preference	10
18. Detailed Evaluation and Comparison of Bids	10
19. Post-Qualification	10
20. Signing of the Contract	10
Section III. Bid Data Sheet.....	11
Section IV. General Conditions of Contract	
.....Error! Bookmark not defined.	
1. Terms of Reference	Error!
Bookmark not defined.	
Section V. Checklist of Technical and Financial Documents.....	15
Section VI. Forms	
1. Omnibus Sworn Statement	
2. Bid Form	
3. Cost breakdown	
4. UP Questionnaire	

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.



UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center

BIDS AND AWARDS COMMITTEE 2 (BAC 2)

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines

Tel:88141-224•Email: upm-bac2-secretariat@up.edu.ph

Invitation to Bid

***For the 2022 Contract for Janitorial and Other Manpower Services
University of the Philippines Manila – Philippine General Hospital***

1. The University of the Philippines Manila, through the Internal Operating Budget (IOB) 2022 *intends* to apply the sum of ***One Hundred Fourteen Million Five Hundred Thirty-Eight Thousand Seventy-Nine Pesos and Sixty-Three Centavos (PhP114,538,079.63)*** being the Approved Budget for the Contract for one year to payments under the contract for Janitorial and Other Manpower Services.

Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Manila* now invites bids for the above Procurement Project. Delivery of the Services is required for one-year, effective 01 March 2022 to 28 February 2023. Bidders should have completed, within the last five years from the date of submission and receipt of bids, a contract similar to the Project amounting to at least 50% of the ABC of this contract to be bid. 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.
4. 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.
5. Prospective Bidders may obtain further information from University of the Philippines Procurement Office, BAC2 Secretariat and inspect the Bidding Documents at the address given below during office days, 8:00 to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders on ***14 October 2021*** from the given address and website(s) below. Prospective bidders may download the bidding documents but must pay corresponding fee and shall be able to present its proof of payment for the bidding documents fees amounting to PhP50,000.00 before the opening of bids, in person, by facsimile or electronic means (email).
7. The UP- Manila Bids and Awards Committee will hold a Pre-Bid Conference on ***20 October 2021 @ 1:30 pm*** through zoom which shall be open to prospective bidders. The BAC conducts meetings via Zoom until such time that the implementation of community quarantines or similar government restrictions are lifted by the proper government authorities.

The prospective bidders are advised to register first @ <https://up-edu.zoom.us/meeting/register/tZYocuGpqzwtEtcigsjrhT5c6sndGg2mD30S> and wait for further advice for the zoom link which shall be provided to the prospective bidders who successfully registered.

The prospective bidders are admitted first at the zoom waiting room, and BAC will provide access once the pre-bid conference starts.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **1:00 pm, 02 November 2021**. 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 **02 November 2021, 1:30 pm** at the given address below and/or via *zoom*. Bids will be opened in the presence of the bidders' representatives who choose to join the zoom meeting.

The prospective bidders are advised to register first @ <https://up-edu.zoom.us/meeting/register/tZEtd2grTwpHNXdN6pFpDcbizAbwtbNx3mk> and wait for further advice for the zoom link which shall be provided to the bidders who successfully registered.

The prospective bidders are admitted first at the zoom waiting room, and BAC will provide access once the opening of bids starts.


10. The University of the Philippines Manila 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:

Ms. Melody Jane L. Rojo (Tel. No. 8814-1213)
Mr. Jonald D. Karingal/Rose Ann delos Santos
(Tel. No. 8814-1224)
BAC2 Secretariat, 2nd Floor Procurement Office,
College of Public Health Annex 2, University of the Philippines Manila
(upm-bac2-secretariat@up.edu.ph)

You may visit the following websites for downloading of Bidding Documents:
PhilGEPS and UP Manila website


MARIA ELIZA RUIZ AGUILAN, PhD
Chair, Bids and Awards Committee 2

Note:


ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration

Posted at PhilGEPS, UP Manila website and
BAC 2 Bulletin Board located at the
Ground Floor, CPH Annex 2 on 14 October
2021

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *University of the Philippines Manila*, wishes to receive Bids for the Contract for Janitorial and Other Manpower Services.

2. Funding Information

- 2.1. The University of the Philippines Manila, through its source of funding as indicated below in the amount of ***One Hundred Fourteen Million Five Hundred Thirty-Eight Thousand Seventy Nine Pesos and Sixty Three Centavos (PhP114,538,079.63)***
- 2.2. The source of funding is: UP Manila/PGH Internal Operating Budget for 2022.

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 “I” 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. 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 at least fifty percent (50%) of the ABC **OR**

should have completed at least two similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required above. In this case, the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

A similar and/or completed contract is defined in the BDS.

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

6. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

7. 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.

8. Documents comprising the Bid: Eligibility and Technical Components

- 8.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section V (Checklist of Technical and Financial Documents)**. Additional technical parameters are indicated in the BDS.
- 8.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five years prior to the deadline for the submission and receipt of bids.
- 8.3 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.

9. Documents comprising the Bid: Financial Component

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

- 9.2 Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

10. Bid and Payment Currencies

- 10.1 Payment of the contract price shall be made in Philippine pesos

11. Bid Security

- 11.1 The Bidder shall submit a Bid Securing Declaration¹ 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**.
- 11.2 The Bid and bid security shall be valid until one hundred twenty (120) calendar days after the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

12. Sealing and Marking of Bids

- 12.1 Each Bidder shall submit three copies of the first and second components of its Bid. Guide on Sealing and Marking of Bids is illustrated in page ____ of this PBD.
- 12.2 The Procuring Entity may request additional hard copies and/or electronic copies of the Bid as indicated in the **BDS**. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.
- 12.3 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.

13. Deadline for Submission of Bids

- 13.1 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**.

14. Opening and Preliminary Examination of Bids

- 14.1 The BAC shall open the Bids in the presence of the bidders' representatives who choose to join the zoom meeting, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register

¹ 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.

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.

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

15. Domestic Preference

- 15.1 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.

16. Detailed Evaluation and Comparison of Bids

- 16.1 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.
- 16.2 The Project shall be awarded as ONE CONTRACT.
- 16.3 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.

17. Post-Qualification

- 17.1 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**.

18. Signing of the Contract

- 18.1 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: <ul style="list-style-type: none"> a. <i>Contract for Janitorial and Other Manpower Services.</i> b. Completed within the last <i>five years</i> prior to the deadline for the submission and receipt of bids. c. <i>Completed contract shall mean a contract which has been completed within the date of expiration of the contract as indicated in the agreement and shall not include extensions even covered by a supplemental agreement. Therefore, the amount of the contract should not include the additional amount corresponding to the extension period.</i>
8.1	<p><i>Additional Technical Parameters (in accordance with Appendix 23 Appendix A):</i></p> <ol style="list-style-type: none"> 1. <i>Stability</i> <ul style="list-style-type: none"> a. <i>At least 5 years' experience as a security services provider</i> b. <i>Capitalization paid up of at least Five Million Pesos (PhP5,000,000.00)</i> c. <i>Liquidity is greater than or equal to 2:1</i> d. <i>Average gross administrative fee for the immediate past two years should be at least Ten Million Pesos (PhP10,000,000.00)</i> 2. <i>Resources</i> <ul style="list-style-type: none"> a. <i>Capability to provide the required number of janitors and other manpower services providers, housekeeping equipment and other devices</i> b. <i>Organizational set-up</i> c. <i>Housekeeping Plan</i> d. <i>Recruitment, Training and Development Program</i>
12	<i>Not applicable</i>
12.2	<i>Each bidder shall submit three (3) copies of the first and second components of the bid, marked as 1) Original Copy, 2) Copy No. 1, and 3) Copy No. 2</i>
13.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than PhP2, 290,761.59. 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 PhP5, 726,903.98 if bid security is in Surety Bond.
15	<i>Not applicable</i>
17	<i>Not applicable</i>
19.3	<i>Not applicable</i>
20.1	Complete list as indicated in Section V. Checklist of Technical and Financial

	Documents
21.2	<p>List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity:</p> <ol style="list-style-type: none"> 1. Proof of cash deposit amounting to P2, 000,000.00 to guarantee claims against losses attributable to the service provider and those covered under labor laws and other pertinent laws, rules and regulations applicable to security service contract. 2. <i>For additional documents and housekeeping equipment that must be submitted before or immediately upon the start of the contract, please refer to the Terms of Reference.</i>

IV. Terms of Reference



**Oversight Committee for General Services Contracts
UNIVERSITY OF THE PHILIPPINES MANILA**

30 September 2021

DR. CARMENCITA D. PADILLA
Chancellor
University of the Philippines Manila

Through : ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration

GERARDO D. LEGASPI, MD
Director, Philippine General Hospital

Dear Chancellor Padilla,

We are hereby submitting, for your approval, the attached Terms of Reference for the Procurement and Implementation of UP Manila Contract for Janitorial and Other Manpower Services 2022 and its Annexes:

Annex A - Deployment of Janitors and Other Manpower Services Personnel at PGH

Annex B - Deployment of Janitors at UP Manila CAD and Academic Units

Annex C - List of Supplies and Equipment

Annex D - Evaluation Criteria

Annex E - Performance Evaluation Tool for Janitors at PGH


Annex F - Performance Evaluation Tool for Janitors at UP Manila CAD and Academic Units

Annex G - Performance Evaluation Tool for Porters

Annex H - Standard Operating Procedures


Thank you.

Yours truly,

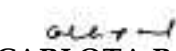

JAMES DENNIS C. GUMPAL, JD, MD
Chair

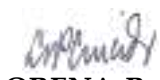
October 5, 2021

MARIA TERESA JULIETA U. BENEDICTO, MD
Vice Chair


MILADILLA A. SANTIAGO, MPA
Member


LUCIA L. JUGUAN, MBA
Member


CARLOTA P. SURAT, MBA
Member


LENETTE LORENA P. CRUCIDO, MBA
Member

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES MANILA

TERMS OF REFERENCE
FOR THE PROCUREMENT AND IMPLEMENTATION OF THE UP MANILA
CONTRACT FOR JANITORIAL & OTHER MANPOWER SERVICES 2022

I. GENERAL DESCRIPTION

The University of the Philippines Manila (UP Manila) Campus is a 14-hectare space which includes the Philippine General Hospital, different colleges, institutes and units. The janitorial and housekeeping functions are outsourced to janitorial service providers. The areas of responsibility include all buildings and surroundings of UP Manila with different levels of requirements for cleanliness and sanitation.

The maintenance of cleanliness and sanitation shall be integrated, efficient, consistent, cost-effective and closely coordinated with the administrative officers of colleges and units, and the Office of Custodial Services, for the Philippine General Hospital. The JOMSP shall be chosen through public and competitive bidding in accordance with the provisions of Republic Act No. 9184 and its implementing rules, regulations and issuances.

II. OBLIGATIONS OF THE JOMSP

- A. The JOMSP shall render janitorial, messengerial, and allied services seven (7) days a week at the Philippine General Hospital (PGH) and six (6) days a week at other UP Manila units and areas.
- B. The JOMSP shall assign janitors and other allied services personnel (porters and messengers) in conformity with the deployment plan of Philippine General Hospital (Annex A) and UP Manila central administration offices, academic/research units (Annex B) which form integral parts of this Terms of Reference.
- C. UP Manila, through the administrative officials of colleges and units and the Office of Custodial Services of the Philippine General Hospital, may re-assign the area of work or services to be performed by the janitors and other allied services personnel.
- D. The JOMSP may be directed by the Vice Chancellor for Administration to provide additional personnel under the same terms and conditions of this Contract.
- E. The JOMSP shall ensure the availability at all times of adequately trained and capable janitors and other allied services personnel. All deployed personnel shall be rotated every six months.

III. SERVICES

The services which the JOMSP shall provide the UNIVERSITY are the following:

- A. Janitorial Services - before the start of the daily deployment all the janitors and other allied services personnel should report to the administrative officers of colleges and units and in PGH, to the Office of Custodial Services, for monitoring purposes.
 1. Daily Services (Indoors) should be done regularly within every shift
 - a. Cleaning, sanitizing/disinfection of all horizontal and vertical surfaces such as floors, ramps, walls, windows, window ledges, window panels/mirrors, vertical blinds, railings, doors, ceilings, stairways, hallways, lobbies, corridors, fire exits, bathrooms/wash rooms, kitchens/pantries, furnitures, equipment and all within the room, etc.
 - b. Collecting, emptying, and cleaning of trash receptacles and waste containers and proper segregation and disposal of trash to the trash storage areas. The trash should be transported in a covered trash bin.
 - c. Cleaning, disinfection and sanitizing of all elevators and its surrounding areas. Manning of selected elevators in PGH.
 - d. Keeping stairways, entrances and fire exits free from obstructions.

- e. Watering of indoor plants and stems of fresh flowers, damp-wiping of artificial plants and flowers and cleaning of vases, pots and plant boxes.
 - f. Any additional related tasks that may be assigned from time to time.
2. Daily Services (Clinical and Research Areas) should be done regularly within every shift
- a. Damp-dusting of ramps, walls, windows, window ledges, window panels, blinds, railings, doors and other surfaces of patient's rooms, nurse's station, kitchen and utility rooms.
 - b. Applying a 2-bucket system, color-coded mops, wet mops and dries floors of patients' areas every shift and as necessary.
 - c. Installation of proper warning signs (example: Caution: Wet Floor).
 - d. Cleaning, scrubbing and disinfecting sinks and faucets.
 - e. Cleaning, scrubbing and disinfecting of all comfort rooms including toilet bowls/urinals and commodes with detergent and appropriate disinfectant every shift.
 - f. After a patient is discharged or transferred, to clean, scrub and disinfect all vertical and horizontal surfaces of the room including beds, bedside table, and other patient items utilizing the proper techniques, with comfort rooms included.
 - g. Collecting and transporting of properly segregated, labelled and color-coded hospital wastes from the point of generation to the waste storage areas (Central Garbage Depository).
 - h. Assisting in the materials recovery and disposal of non-hazardous waste at the waste storage areas using appropriate personal protective equipment (PPE) and tools.
 - i. Proper lining of waste bins with appropriate color-coded plastic bags and changing them as necessary.
 - j. Washing and decontaminating waste bins once daily and as necessary.
 - k. Keeping the stairways, entrances and fire exits free from obstruction.
 - l. Keeping the floor dry and safe at all times.
3. Daily Services (Grounds/Gardens)
- a. Sweeping of building premises, driveways and parking areas.
 - b. Sweeping and gathering rubbish and leaves in the surroundings.
 - c. Emptying and cleaning waste/trash cans within the premises.
 - d. Watering of plants.
 - e. Pulling of weeds.
 - f. Hosing and sweeping all cemented ground surfaces with hard broom.
 - g. Assist in trimming of plants and trees.
4. Weekly Services (Indoors)
- a. General cleaning (waxing and polishing, spot scrubbing, dirt and stain removal) of all horizontal surfaces such as floors, ramps, corridors, lobbies, stairways including railings.
 - b. Thorough cleaning, scrubbing, dusting and damp-wiping of vertical surfaces such as walls, partitions, windows, doors, glass walls.
 - c. Thorough cleaning, washing and scrubbing of all rooms and comfort rooms facilities.
 - d. Vacuuming and shampooing of carpets, rugs and upholstered chairs and furniture.
 - e. Damp-wiping and cleaning of all air-conditioning units' exhaust grills and venetian blinds.
 - f. General cleaning and disinfecting of all comfort rooms, toilet bowls, urinals, commodes and wash basins.
 - g. Thorough dusting-off and cleaning of office furniture and equipment.

- h. Cleaning and polishing of internal and external parts of windows and panels, chandeliers and other lighting fixtures and brass signages.
- 5. Weekly Services in Clinical Areas
 - a. Disinfecting, cleaning, scrubbing, dry vacuuming of all floors of wards/units including patients' lobbies, nurses' station and utility areas.
 - b. Damp wiping and cleaning of electric fans, exhaust fans, Venetian blinds and refrigerators.
 - c. General cleaning, scrubbing and disinfecting of comfort rooms including toilet bowls, urinals and commodes.
 - d. Cleaning, scrubbing and disinfecting of sinks and faucets.
 - e. Thorough cleaning, scrubbing and disinfecting of waste bins.
 - f. Helping in vector control activities.
- 6. Monthly Services
 - a. Dusting and removing of cobwebs from ceilings of the premises.
 - b. Cleaning of ornamental plants and polishing of metal signs.
 - c. General cleaning of draperies and blinds.
 - d. Applying insecticides against mosquitoes and other disease-transmitting flying and crawling insects.
 - e. Disinfecting and sanitizing all bath/comfort rooms.
- 7. Miscellaneous Services
 - a. Performing functions during meetings and other special activities such as, but not limited to, cleaning the conference room/venue of activity, assisting in the preparation of meals/snacks, etc.
 - b. Carrying, transporting or moving of office furniture, equipment, supplies within the UP Manila campus/premises.
 - c. Fetching water and filling of containers when water is not available.
 - d. Report to the Nurses/Administrative Officers any repairs needed, e.g. leaking water pipes, broken furniture and fixtures, etc.
 - e. Scraping, scrubbing and hosing of moss on floors, sidewalks, cement walks.
 - f. Other services as may be determined by the administrative officials.
- B. Messengers and Porters - the messengers and porters deployed shall perform the following services:
 - 1. Assist in the transport of patients, laboratory specimens and supplies. Patients should not be left at anytime without guardians or watchers.
 - 2. Perform messengerial tasks related to the provision of care/service.
 - 3. Assist in hospital housekeeping services.
 - 4. Perform related services as may be necessary from time to time.

IV. QUALIFICATIONS OF JANITORIAL & OTHER MANPOWER PERSONNEL

- A. The janitors must present an NCII Level training certificate within 2 years prior to deployment.
- B. The janitors shall always be neat and in proper uniform while on duty.
- C. There shall always be relievers for janitors, porters and messengers.
- D. All janitors shall submit prior to deployment the following:
 - 1. a health certificate that he/she is fit to work issued by the PGH Health Service in coordination with the HMOs contracted by the JOMSP

2. a drug test result issued by a government drug - testing laboratory or government accredited laboratory
3. neuro-psychiatric test result
4. vaccination on Hepa B, MMR, TDAP and Varicella

V. SUPERVISORS

- A. The JOMSP shall provide the following number of supervisors :
 1. 8 supervisors for PGH who will coordinate with Office of the Custodial Services (OCS)
 2. 5 (1 Supervisor per Cluster) supervisors in other areas who will coordinate with the respective Head Administrative Officers of each College/Unit
- B. The minimum qualifications for supervisors are the following :
 1. with supervisory experience as certified true copy of the by the JOMSP for at least 2 years prior to the deployment.
 2. must present an NCIII -Level training certificate prior to deployment.
- C. Job description of supervisors
 1. orients the janitorial staff and monitors performance regularly.
 2. closely coordinates with the Office of Custodial Services and Administrative Officer in terms of deployment and supervision of janitorial personnel.
 3. updates and submits monthly list of janitors to the Office of Custodial Services and Administrative Officer.
 4. submits proof of vaccination and other health certificates before deployment within one week.
 5. ensures sufficient number of janitorial staff on a day to day basis.
 6. submits the monthly deployment of janitors at least one week before the start of each month.

VI. SAFETY AT WORK

- A. Personal Protective Equipment (PPE)
 1. The JOMSP shall provide its janitorial and other manpower services personnel with proper personal protective equipment (PPE) as necessary in their area of deployment e.g., masks, gloves, rain boots, etc.
 2. The JOMSP guarantees that there is 100% availability of PPE for janitors and other manpower services personnel upon signing of the Contract and that all those deployed are in proper PPEs.
- B. Failure to have or use the PPEs
 1. The JOMSP shall be fined for the equivalent amount of the wage and benefits of those janitorial and other manpower services personnel who are found to be without or not using their PPEs.
 2. The fine under this Article B (2) shall be multiplied according to the number of subsequent violations by JOMSP for deploying janitors and other manpower services personnel without or not using their PPEs. (E.g., for the 4th violation of any JOMSP personnel, the fine shall be the daily wage and benefit rate multiplied by 4)
 3. Notwithstanding the above provisions, the failure of the JOMSP deployed personnel to use their PPEs for a cumulative number of 5 times by the same or different personnel is a ground for the pre-termination of this Contract.

VII. ORIENTATION & TRAINING

- A. JOMSP-deployed personnel shall have undergone the following orientation and training before assuming their duties:

1. Infection Control Unit Training including proper specimen and waste handling, segregation, and disposal
 2. Basic Gender Sensitivity and Anti Sexual Harassment Training
 3. Basic Good Customer Service
 4. Appropriate certifications from TESDA (NCS)
- B. Porters shall undergo the following orientation and training prior to deployment:
1. Basic Life Support certificate
 2. Orientation and training under the supervision of the Head Nurse of the Unit of Department of Pay Patient Services (DPPS) in coordination with DNET during the first month of their deployment to ensure proper endorsement. Thereafter, the trained porters shall be assigned only to the DPPS, and shall not be given any other assignment elsewhere.
 3. Any replacement of the deployed porters shall be with prior notice to the DDS, PGH.
- C. Other training necessary for the JOMSP personnel to carry out assigned functions.

VIII. LIST OF PERSONNEL & DEPLOYMENT

- A. List of personnel
1. JOMSP shall submit a complete list with deployment of janitorial personnel to the Oversight Committee within 7 days after the signing of the Contract.
 2. The list of personnel and their deployment shall be submitted at least one (1) week before the start of each month to the administrative officers and the OCS/DPPS of PGH.
- B. Reporting and deployment
1. In PGH, JOMSP supervisors shall coordinate with the OCS/DPPS within 1 week before each regular monthly deployment as well as for instances when temporary deployment or change of deployment is necessary as may be required by OCS/DPPS.
 2. In the CAD, colleges and units, JOMSP supervisors shall report and coordinate with the administrative officers within 1 week before each regular monthly deployment as well as for instances when temporary deployment or change of deployment is necessary as may be required by the administrative officers.
 3. All JOMSP personnel shall report to the administrative officers or to the OCS/DPPS before they do their assigned work for the day.

ARTICLE IX - SECURITY INSPECTION AND REQUIREMENTS

- A. Deployed JOMSP personnel shall allow themselves to be searched by security guards upon entering and leaving the UP Manila premises or as may be deemed necessary for security purposes.
- B. Deployed JOMSP personnel shall wear the official uniform, with identification cards (IDs) or name plates and PPEs.
- C. All PGH-deployed personnel shall deposit their company-issued service IDs to the Custodial Services Section daily in exchange for a color-coded and numbered PGH ID. This shall be worn while within the PGH premises during their tour of duty. Company IDs will be returned in exchange of the PGH numbered ID at the end of duty hours. DPPS will provide a similar procedure for messengers and porters.
- D. JOMSP deployed personnel shall register their daily attendance (time-in and time-out) in their respective areas' logbook which will be kept by UP Manila.
- E. Use of cell phones while on duty is not allowed.
- F. JOMSP personnel are not allowed to leave the campus/hospital during their tour of duty without the written permission by the supervisor and submitted to the administrative officers or OCS/DPPS in PGH.
- G. JOMSP personnel shall not be allowed to stay in the hospital premises after their duty without written authorization.

ARTICLE X - CLEANING EQUIPMENT & SUPPLIES

- A. JOMSP shall furnish its personnel with supplies and equipment in quantity and schedule provided in the **List of Supplies attached to this Terms of Reference** in proportion to the number of personnel including increase in personnel as may be necessary.
- B. The Internal Audit staff of U.P. Manila shall inspect the supplies and equipment intended for the Central Administration and Academic Units while the PGH Internal Audit staff for the supplies intended for the Philippine General Hospital, upon delivery and further subject to spot audit/verification.
- C. JOMSP shall deliver within one week before each month/quarter/semi-annual the necessary supplies and equipment as specified in Annex C. Should there be no delivery or delay in delivery of supplies or unavailability of equipment, the corresponding amount based on the prevailing retail value shall be deducted from the Cash Deposit of JOMSP for every day of delay.
- D. Should UP Manila be constrained to buy supplies and materials due to failure or delay in delivery, the amount so spent based on its current retail value plus 20% shall be deducted from the Cash Deposit of JOMSP.

IX. PERFORMANCE EVALUATION

- A. JOMSP shall be evaluated on the following criteria:
 - 1. Compliance with the contract requirements - 20%
 - 2. Job Performance - 70%
 - 3. Others - 10%
- B. The evaluation results shall be prorated, 80% of which shall be based on the evaluation of PGH.
- C. Upon receipt of the demand for compliance for any breach in the Contract, the JOMSP shall have 24 hours within which to comply.
- D. For unsatisfactory (POOR, FAIR) performance or refusal to comply with the demand for compliance, UP Manila shall have the option to pre-terminate this contract.
- E. In coordination with the internal audit offices and as part of its function, the Oversight Committee shall review the compliance of the JOMSP with regards to its contractual obligations.

X. CERTIFICATIONS TO BE SUBMITTED PRIOR TO PAYMENT

- A. Payment shall be made in accordance with government auditing laws, rules and regulations.
- B. JOMSP shall submit a notarized certification that all of its deployed personnel received their wages and benefits in compliance with laws, rules and regulations. The certifications must be attached to their Disbursement Voucher for the claim of their services.

XI. PERFORMANCE BOND AND CASH BOND

- A. **Performance bond.** —To secure the faithful compliance with all the undertakings of the JOMSP under this Contract, the JOMSP shall post in favor of the UNIVERSITY OF THE PHILIPPINES MANILA a performance bond in acceptable form as provided for in Section 39.1 of RA 9184 and its IRR as amended.
- B. **Cash bond.** — Further, the JOMSP is required to post a cash bond in the amount of Two Million Pesos (PhP2,000,000.00) from which shall be deducted unpaid wages and benefits, necessary supplies and equipment not supplied for or available. The amount shall be deposited at the UP Manila Cashier.
- C. The posting of the performance bond and the cash bond are pre-conditions before the first payment by the UNIVERSITY to the JOMSP for the services rendered under this Contract.

XII. SANCTIONS AND PRE-TERMINATION OF THE CONTRACT

Failure on the part of JOMSP to comply with any provisions of this TOR/Contract shall be a basis for pre-termination and imposition of the penalties indicated herein, the contract and its Annexes, without prejudice to other remedies in an action or proceedings before an appropriate venue, without need of prior judicial demand.

XIII. Discipline of personnel of JOMSP

A. The UNIVERSITY shall issue a written notice to the JOMSP in cases where the JOMSP's personnel whose behavior, appearance, conduct and performance violate the requirements under this Contract as well as the UNIVERSITY policies, rules and regulations as well as national and local laws.

B. Within 24 hours upon receipt of the written notice, the JOMSP shall inform its decision to the University.

XIV. Prohibited acts and offenses – for the purpose of these guidelines the following acts as defined shall be prohibited.

A. Light offences

1. Improper/Incomplete Uniform – uniform not worn in accordance with that prescribed by regulations of the JOMSP including I.D. which are not worn bodily; dirty, worn – out and shabby uniforms are considered improper. JOMSP personnel should maintain their uniforms while on duty and within UP Manila.
2. Abandonment of area of assignment for less than 1 hour without justifiable reason as determined by UP Manila.
3. Untidy and unsanitary areas used by JOMSP personnel– untidy, unsanitary area and office with unsightly fixtures, garbage, dust, deleterious substances, alcoholic beverages and substances that emit foul odor.
4. Keeping pets and animals – keeping of pets and animals in the posts, office or anywhere in UP Manila.
5. Loitering and doing non-janitorial related activity on or off – duty within UP Manila premises are prohibited including loitering.
6. Laxity – is inattention to duties while on post through texting unofficial messages, reading newspapers and the like, unofficial or prolonged telephone conversations, prolonged sitting and other acts which deviate attention from the state of alertness.
7. Lack of respect – disrespectful behaviour and acts against university officials, constituents and guests.
8. Eating in public view unless there are no available administrative personnel who can temporarily man the post during meal break.
9. Simple negligence – is any unintentional act or omission or the failure to do something required or expected, resulting in a loss or damage not exceeding P5,000.00 or slight physical injury as defined by the Revised Penal Code.
10. Other light offences analogous to the above in violation or breach of standard operating procedures, UP Manila rules, regulations and policies.

B. Less grave offence

1. Sleeping while on duty.
2. Abandonment of area of assignment for more than 1 hour but less than 2 hours without justifiable reason as determined by UP Manila.
3. Discourtesy to officials– is an act of disrespect committed against officials, constituents and guests of the University done in public.
4. Insubordination – is any act of defiance, disobedience, insolence, disrespect or utterance of invectives against a supervisor, UP Manila officials.
5. Use of recreational or personal electronics devices – use or bringing on post of recreational or personal electronic devices not related to their duty as JOMSP personnel.
6. Negligence – is any unintentional act or omission or the failure to do something required or expected, resulting in loss or damage exceeding P5,000.00 but not more than P20,000.00 or less grave physical injury as defined by the Revised Penal Code.
7. Dealing or conniving with illegal vendors.

8. Other less grave offences analogous to the above in violation or breach of standard operating procedures, UP Manila rules, regulations and policies, and laws.

C. Grave offences

1. Abandonment of area of assignment for more than 2 hours without justifiable reason as determined by UP Manila.
2. Drinking of alcoholic beverage or otherwise exhibiting or appearing the condition of being drunk, tipsy or reeking of alcoholic beverage while on duty or within their area of assignment.
3. Sale, Possession, Use of Prohibited Drugs – is the possession, sale and use of prohibited drugs prohibited by existing laws, rules and regulations.
4. Provoking and/or engaging in verbal or physical fight with other personnel of JOMSP or with UP Manila officials, constituents and guests.
5. Gross discourtesy to superiors – is an act of gross and belligerent disrespect committed to publicly humiliate, embarrass and put in disrepute officials, constituents and guests of UP Manila.
6. Gross Insubordination – is any act of defiance, disobedience, insolence, disrespect or utterance of invectives against a superior.
7. Gross negligence – is any unintentional act or omission resulting in loss or damage exceeding P20,000.00 or grave physical injury as defined by the Revised Penal Code.
8. Immorality – JOMSP personnel who have illicit relationships among themselves or officials, employees and other constituents of UP Manila shall be guilty of immorality.
9. Gambling – is the act of engaging in any game of chance using money or representation thereof as bet.
10. Improper grievance – being instrumental or having participated in any form of redress against the JOMSP conducted within the UP Manila or otherwise put the University in a bad and compromising situation.
11. Other grave offences analogous to the above in gross violation or breach of standard operating procedures, UP Manila rules, regulations and policies and laws.

XV. PENALTIES – JOMSP shall impose the following penalties against its personnel for violation of the prohibited acts and offences.

A. Light offences:

1. First Offense – Seven (7) days suspension without pay from duty.
2. Second Offense – Fifteen (15) days suspension without pay from duty.
3. Third Offense – relief from duty from UP Manila and banned from returning.

B. Less grave offences:

1. First Offense – Fifteen (15) days suspension without pay from duty.
2. Second Offense – relief from duty from UP Manila and completely banned from returning.

C. Grave offences - relief from duty from UP Manila and completely banned from returning.

XVI. MISCELLANEOUS PROVISIONS

- A. No employer-employee relationship** - The personnel assigned by the JOMSP to the UNIVERSITY shall in no case be considered employees of the UNIVERSITY but shall be considered the employees of the JOMSP for purposes of this Contract.

B. Liability for damages.

- a. JOMSP shall be solely liable for all injuries and damages caused by their personnel during the implementation of this agreement.
- b. Procedure

1. Upon receipt of the Notice to Pay damage or loss from the Legal Office, JOMSP is given twenty four (24) hours within which to respond and show cause why it should not pay for the damage or loss. After which, with or without reply the Legal Office shall issue a resolution.
2. JOMSP may file an appeal to the Office of the Chancellor within 24 hours from receipt of the resolution.
3. The decision of the Chancellor shall be final, unappealable and executory.

XVII. DESIGNATION BY JOMSP OF ATTORNEY-IN-FACT

JOMSP hereby constitutes the UNIVERSITY as its attorney-in-fact with authority to withhold such sum due the JOMSP in order to satisfy its obligations and liabilities under this contract without need of judicial demand and processes.

XVIII. TERM & EFFECTIVITY

This Contract shall be effective for one year from the date of receipt by the JOMSP of the Notice to Proceed.

RECOMMENDING APPROVAL



GERARDO D. LEGASPI, MD

Director

Philippine General Hospital

ARLENE A. SAMANIEGO, MD

Vice Chancellor for Administration

University of the Philippines Manila

APPROVED:

CARMENCITA D. PADILLA, MD, MAHPS

Chancellor

**Janitorial Services Deployment
UP PGH DESIGNATION AREAS**

UNIT / DEPARTMENT AREA	No. of Post Area of Assignment	1ST SHIFT	2ND SHIFT	3RD SHIFT	RELIEVER	Working Days	No. of Hours	Total
A ADMINISTRATIVE	1 INFO/H'WAY/ACCT./PABX	1	1			MON TO SUN	16	13
	2 C.I. EXIT TO OPD H'WAY TO LAB./PHAR.	1				MON TO SUN	8	
	3 H'WAY 2nd FLR ABG TO HR/ PUBLIC CR	1	1			MON TO SUN	16	
	4 H'WAY FRONT OF WARD 3 TO WARD 11/MALASAKIT	1				MON TO SAT	8	
	5 D.O.	1				MON TO SAT	8	
	6 PISCAL	1				MON TO SAT	8	
	7 ODDA/ HO	1				MON TO SAT	8	
	8 BUDGET/H'WAY STAIRS TO D.O./HR	1				MON TO SAT	8	
	9 H'WAY FRONT OF WARD 9 TO WARD 11/ PUBLIC CR	1				MON TO SAT	8	
	10 MSS	1				MON TO SAT	8	
	11 INTERNAL AUDIT	1				MON TO SAT		
B	12 PICU	1	1			MON TO SUN	16	2
C	13 CENICU	2	2			MON TO SUN	32	4
D	14 MICU	2	1			MON TO SUN	24	3
E	15 SICU 6TH FLR.	2				MON TO SUN	16	2
F	16 NUERO	1	1			MON TO SUN	16	2
G	17 BURN	2	2			MON TO SUN	32	4
H	18 DEPT. OF ANESTHESIA	1				MON TO SAT	8	1
I	19 DEPT. OF FAMILY MED.	1				MON TO SAT	8	1
J	20 DEPT. OF SURGERY	1				MON TO SAT	8	1
K	21 DEPT. MED.	1				MON TO SAT	8	1
L	22 DEPT OF ORTHODONTICS	1				MON TO SAT	8	1
M	23 CATH. LAB.	1				MON TO SAT	8	1
N	24 LABORATORY	1	1			MON TO SUN	16	2
O	25 BANTAY ANTAYAN	1	1	1		MON TO SUN	24	3
P	26 COA	2				MON TO SUN	16	2
Q	27 GIC/CENDU	1				MON TO SAT	8	1
R	28 NUCLEAR, MEDICINE	1				MON TO SAT	8	1
S TASK FORCE	29 MACASMIT/OUTDOOR, MGRS/RE ACCESS HUB/PD	1				MON TO SUN	8	7
	30 ACCTG/DIETARY	1				MON TO SUN	8	
	31 BLOODBANK/PROP.	1				MON TO SUN	8	
	32 ECG/EEG/DMU PROP.	1				MON TO SUN	8	
	33 ISO / PROPERTY	1				MON TO SUN	8	
	34 PHILHEALTH BILLING/PROP	1				MON TO SUN	8	
	35 SWAB TEST / DIETARY	1				MON TO SUN	8	
	36 PAY ADD.	1	1			MON TO SUN	16	2

TOTAL

54

UNIT / DEPARTMENT AREA	No. of Post Area of Assignment	1ST SHIFT	2ND SHIFT	3RD SHIFT	RELIEVER	Working Days	No. of Hours	Total
	GARDEN	2				MON TO SUN	16	2
	ENGINEERING	1				MON TO SAT	8	1
PAYWARD / FLOOR								
	RCB 1	2	1			MON TO SUN	24	
	RCB 1	1	1			MON TO SUN	16	

4TH	RCB 2	2	1		MON TO SUN	24	20
	RCB 2	1	1		MON TO SUN	16	
	LCB 1 / NURSERY	2	1		MON TO SUN	24	
	LCB 1	1	1		MON TO SUN	16	
	LCB 2	2	1		MON TO SUN	24	
5TH	LCB 2	1	1		MON TO SUN	16	20
	RCB 1	2	1		MON TO SUN	24	
	RCB 1	1	1		MON TO SUN	16	
	RCB 2	2	1		MON TO SUN	24	
	RCB 2	1	1		MON TO SUN	16	
	LCB 1	2	1		MON TO SUN	24	
	LCB 1	1	1		MON TO SUN	16	
6TH	LCB 2	2	1		MON TO SUN	24	10
	LCB 2	1	1		MON TO SUN	16	
	RCB 1	2	1		MON TO SUN	24	
	RCB 1	1	1		MON TO SUN	16	
7TH	RCB 2	2	1		MON TO SUN	24	20
	RCB 2	1	1		MON TO SUN	16	
	RCB 1	2	1		MON TO SUN	24	
	RCB 1	1	1		MON TO SUN	16	
	RCB 2	2	1		MON TO SUN	24	
	RCB 2	1	1		MON TO SUN	16	
	LCB 1	2	1		MON TO SUN	24	
	LCB 1	1	1		MON TO SUN	16	2
	LCB 2	2	1		MON TO SUN	24	
	LCB 2	1	1		MON TO SUN	16	
	DIALYSIS	1	1		MON TO SAT	16	
	DPPS	2			MON TO SUN	16	2
	CPU	1			MON TO SAT	8	1

TOTAL

78

UNIT / DEPARTMENT AREA	No. of Post Area of Assignment	1ST SHIFT	2ND SHIFT	3RD SHIFT	RELIEVER	Working Days	No. of Hours	Total
	WARD 1	2	1			MON TO SUN	24	3
	WARD 2	2	1			MON TO SUN	24	3
	WARD 3	2	1			MON TO SUN	24	3
	WARD 4	2	1			MON TO SUN	24	3
	WARD 5	1	1			MON TO SUN	16	2
	WARD 6	1	1			MON TO SUN	16	2
	WARD 7	1	1			MON TO SUN	16	2
	WARD 8	1	1			MON TO SUN	16	2
	WARD 9	1	1			MON TO SUN	16	2
	WARD 10	1	1			MON TO SUN	16	2
	WARD 11	1	1			MON TO SUN	16	2
	WARD 12	1	1			MON TO SUN	16	2
	WARD 14 A	1	1			MON TO SUN	16	2
	WARD 14 B	1	1			MON TO SUN	16	2
	WARD 15	2	1			MON TO SUN	24	3
	WARD 16	2	1			MON TO SUN	24	3
	REHAB	2				MON TO SUN	16	2
	ELEVATOR 1	1	1	1		MON TO SUN	24	3
	ELEVATOR 2	1	1			MON TO SUN	16	2
	VIP	1	1			MON TO SUN	16	2

OPERATOR	OPD	1			MON TO FRI	8	1
	ELEVATOR 6	1	1	1	MON TO SUN	24	3
	ELEVATOR 7	1	1		MON TO SUN	16	2
	ELEVATOR 8	1			MON TO SUN	8	1
DEMS	RED ZONE, HALLWAY TRAUMA	1	1		MON TO SUN	16	2
	CR, NURSE STATION WARD 14 A	1	1	1	MON TO SUN	24	3
	H'WAY / WATCHERS STATION AREA	1	1	1	MON TO SUN	24	3
	RED ZONE/TRAUMA RESOURCE	1	1		MON TO SUN	16	2
	WARD 17/NEW E.R	1	1		MON TO SUN	16	2
	OFFICE THE E.O	1			MON TO SUN	8	1
	RADIOLOGY	3	2		MON TO SAT	40	5
	CANCER INST.	7			MON TO SUN	56	7
	OPERATION ROOM	6	4		MON TO SUN	70	10
	OPD	11			MON TO SAT	88	11
SPINE UNIT	MEDICAL RECORDS	6			MON TO FRI	48	6
	NURSERY	2	1		MON TO SUN	24	3
	HEMA ONCO	2			MON TO SAT	16	2
	CHAIRMAN'S OFFICE	1			MON TO FRI	8	1
	H'WAY TO PHARM / W8 TO W16	1			MON TO SUN	8	1
	HOLDING AREA/EMS UPHS/ OPD	1			MON TO SAT	8	1
	OBAS/ORTHLL	3	1	1	MON TO SUN	40	5
	SUPERVISORS	6	2		MON TO SAT/ SUNDAY	64	8
	TOTAL					126	

UNIT / DEPARTMENT AREA	No. of Post Area of Assignment	1ST SHIFT	2ND SHIFT	3RD SHIFT	RELIEVER	Working Days	No. of Hours	Total
PHARMACY	5TH FLOOR PHAR.	1				MON TO SAT	8	1
	MAIN PHAR.	1				MON TO SAT	8	1
	OR PHAR	1				MON TO SAT	8	1
	CENTRAL BLOCK PHAR	3				MON TO SAT	24	3
	ONCO PHAR.	1				MON TO SAT	8	1
	OPD/SOJR PHAR.	1				MON TO SAT	8	1
SOJR	SOJR OR	1				MON TO FRI	8	1
	SOJR GROUND	1				MON TO SAT	8	1
	SOJR 3RD FLOOR	1	1			MON TO SAT	16	2
	DIETARY	2				MON TO SAT	16	2
TOTAL							14	

UNIT / DEPARTMENT AREA	No. of Post Area of Assignment	1ST SHIFT	2ND SHIFT	3RD SHIFT	RELIEVER	Working Days	No. of Hours	Total
	7TH LCB	3	3	1		MON TO SUN	56	7
	7TH RCB	4	3	2		MON TO SUN	72	9
	6TH RCB	3	3	1		MON TO SUN	56	7
	5TH RCB COMPLEX	3	3	2		MON TO SUN	64	8

		5TH LCB 1	2	2	1		MON TO SUN	40	5
		5TH LCB 2	2	2	1		MON TO SUN	40	5
		4TH RCB COMPLEX	4	3	1		MON TO SUN	64	8
		4TH LCB 2	2	2	1		MON TO SUN	40	5
		SUPERVISOR	1				MON TO SAT	8	1
TOTAL									55

GRAND TOTAL 327

All deployment is flexible to be reponsive to the need of the hospital as determined by the PGH administration (deployment will increase or decrease).

Prepared by:


 OTHELLO L. PANTORILLO
 OIC Office and Custodial Services

Noted by:


 MARIA TERESA JULIETA U. BENEDICTO, MD
 Deputy Director for Administration

ANNEX B

UNIVERSITY OF THE PHILIPPINES - MANILA
CENTRAL ADMINISTRATION AND ACADEMIC UNITS
FY 2022

DEPLOYMENT OF PERSONNEL

AREA OF ASSIGNMENT	DISTRIBUTION
CENTRAL ADMINISTRATION*	16
COLLEGE OF ALLIED MEDICAL PROFESSION (CAMP)	2
COLLEGE OF ARTS AND SCIENCES (CAS)	20
COLLEGE OF DENTISTRY (CD)	5
COLLEGE OF MEDICINE (CM)	10
COLLEGE OF NURSING (CN)	3
COLLEGE OF PHARMACY (CP)	3
COLLEGE OF PUBLIC HEALTH (CPH)	9
NATIONAL INSTITUTES OF HEALTH (NIH)	4
UNIVERSITY LIBRARY (UL)	5
NATIONAL TEACHERS TRAINING CENTER (NTTC)	1
STUDENT DORMITORY	1
SUPERVISORS	5
TOTAL FOR CAD & ACADEMIC UNITS	84

Prepared by:


LOVELLE C. SAGUID
Chief Budget Officer

UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center

EVALUATION CRITERIA

**JANITORIAL AND OTHER MANPOWER
SERVICES PROVIDER**

- I. Contractual compliance (20%)
 - A. Training attendance and certificates of JOMSP personnel (VII of TOR)
 - B. Delivery of supplies and equipment (X of TOR)
 - C. PPE (VI of TOR)
 - D. Qualifications of janitors, messengers and porters (IV of TOR)
 - E. Qualification of supervisors (V-B of TOR)
 - F. Provision of supervisors (V-A of TOR)
 - G. Deployment of JOMSP personnel (II-C,D& E, V-C-6, VIII of TOR)
 - H. Attendance registration, search upon entering and leaving (IX-A,D of TOR)
 - I. Wearing of uniform and use of IDs (IX-B,C of TOR)
- II. Job performance (70%)
 - A. Janitorial (III-A of TOR)
 - B. Messengerial and porters (III-B of TOR)
 - C. Supervisory (V-C OF TOR)
- III. Others (10%)
 - A. Violation of prohibited acts and offenses (XIV of TOR)
 - B. Remittance of government-mandated benefits to agencies (X-B of TOR)

POINTS

EQUIVALENCE:

64 and below	POOR (for pre-termination of contract until a new qualified JOMSP is procured in accordance with law)
65-74	FAIR (for pre-termination unless there is an improvement for the next quarter)
75-84	SATISFACTORY
85-94	VERY SATISFACTORY
95 and above	EXCELLENT (for extension of contract for another year as may be allowed by law)



PHILIPPINE GENERAL HOSPITAL

The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila
☎ 8554-8400

PHIC - Accredited Health Care Provider

ISO 9001 Certified

JANITORIAL STAFF PERFORMANCE EVALUATION

UNIT : _____

Period Covered: _____

Rating:

5	Outstanding – Performed high degree of cleanliness. Has initiative.
4	Very Good – Performed job well with minimal supervision and initiative.
3	Good – Needs supervision in performing job
2	Fair - Needs to be instructed and supervised
1	Poor - Performed job below expectation

CRITERIA	5	4	3	2	1	NA	REMARKS
A. Cleanliness and Orderliness (50%)							
1. Cleans, disinfects, deodorizes sinks, toilets, urinals, splashnack, bins, partitions, mirrors and other surfaces.							
2. Cleans, disinfects and deodorizes patients' rooms/offices and assigned areas.							
3. Cleans walls (including doors and windows), and ceiling by dusting, damp wiping spot cleaning, disinfecting and deodorizing, removing cobwebs on ceilings and wall corners.							
4. Floor: Scrubs/disinfects, removes stains and sticky substances and applies wax and polishes.							
5. Hallways: sweeps, mops, scrubs and polishes tiled floors, including stairways.							
6. Waste bins: Washes and decontaminates, replaces color-coded plastic bags whenever necessary.							
7. Collects and transports segregated and labelled/coded healthcare wastes from the point of generation to the waste storage areas in closed/covered/sealed transport bins.							
8. Does general cleaning of room before admission of new patient.							
9. Does general cleaning of room after discharge of patient							
10. Does damp dusting of walls, windows, window ledges and panels, blinds, railings, doors and other surfaces of patient's room/area, nurses' station, kitchen and utility rooms							
11. Other tasks that may be designated by the office/ward with regards to additional janitorial functions.							

CRITERIA	5	4	3	2	1	NA	REMARKS
B. Over all Practices and Behavior in Performing Janitorial Services according to compliance and attitude: (20%) 5 Outstanding 4 Very Good 3 Good 2 Fair 1 Poor							
CRITERIA	5	4	3	2	1	NA	REMARKS
1. Follows established safety procedures and precautions when performing tasks and when using equipment and supplies							
2. Follows proper and safe techniques/methods including appropriate personal protective equipment (PPE),							
3. Uses appropriate level of personal protective equipment (PPE) during assigned duty in both COVID and Non-COVID areas.							
4. Wears prescribed uniform and ID							
5. Demonstrates respectful, courteous and considerate conduct.							
6. Shows initiative and positive attitude towards work							
7. Arrives on time. Punctual.							

To be accomplished by Office and Custodial Services (OCS) only. 5-2 Rule shall apply: 100% = 5; Less than 100% = 2				
C. Provision of Supplies. (10%)	5	2	NA	
1. Supplies are delivered on time.				
2. Supplies are of good quality.				
3. Supplies are sufficient for duration of use				
D. Compliance with Regulatory Requirements and Health Care Waste Management (20%)				
1. Compliance with existing terms and conditions stated in the Memorandum of Agreement (MOA)				
2. Compliance with Health Care Waste management protocols of the institution in the following activities:				
a. Follows proper health care waste segregation and disposal.				
b. Ensures that established infection control and universal precaution protocols are followed when performing housekeeping/janitorial procedures				
E. OVER-ALL PERFORMANCE OF THE JOMSP FOR THE PERIOD				

Comments/Suggestions for improvement.

(Signature over Printed Name of Evaluator)

Thank you very much for answering this form.

UNIVERSITY OF THE PHILIPPINES MANILA					
8/F Central Block, PGH Complex					
Taft Avenue, Manila					
PERFORMANCE EVALUATION					
CAD AND ACADEMIC UNITS					
UNIT/OFFICE:					
<i>Note: The janitorial tasks may differ depending on area of assignment. Please indicate N/A if tasks are not applicable on the designated area of assignment.</i>					
	FOR THE PERIOD	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
	Evaluated by/Position:				
	Approved by/Position:				
	No. of Janitors Assigned:				
A. Cleanliness and Orderliness of the assigned area. (20%)					
1. Offices, classrooms, stations, etc. maintained, cleaned and orderly.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
2. Cobwebs from ceiling areas dusted and removed regularly					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
3. Floors, gutter and exterior spaces swept, mopped, vacuumed regularly.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
4. Partitions and doors spot cleaned daily					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
5. Assigned furniture, air – conditioning filter and cover, etc. cleaned and polished as needed.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
B. Maintenance of Proper Sanitation. (20%)					
1. Toilet / sinks cleaned, polished and sanitized regularly					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
2. Soaps / towels / tissue dispensers filled, cleaned and sanitized as needed					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
3. Drinking fountains / sinks / microwave oven/ refrigerator / kitchen areas cleaned and sanitized daily.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
4. Janitorial areas cleaned, sanitized and maintained neatly weekly.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
5. Applying insecticides and helping in vector control activities.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
C. Compliance with Health Care Waste Management Protocol. (20%)					
1. Collecting and transporting of properly segregated, labeled and coded health care wastes from the point of generation to the waste storage areas.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
2. Collecting and transporting of properly segregated, labeled and color – coded wastes from the point of generation to the waste storage areas.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
3. Assisting in the material recovery and disposal of non hazardous waste at the waste storage areas using appropriate personal protective equipment and tools.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
4. Segregating of waste bins with appropriate color coded plastic bags and changing them as necessary.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
5. Washing and decontaminating waste bins once a day and as necessary.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
D. Supervision of Contractor (20%)					
1. Orients the Janitorial staff and monitors performance regularly					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
2. Closely coordinates with the Administrative Officers in terms of deployment and supervision of janitorial personnel					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
3. Updates and submits monthly list of janitors to the ADMINISTRATIVE OFFICERS					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
4. Submits proof of vaccination and other health certificates before deployment within one week after deployment.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
5. Ensures sufficient number of janitorial staff on a day to day basis.					
- all the time	20	/ /	/ /	/ /	/ /
- most of the time	15	/ /	/ /	/ /	/ /
- sometimes 2x / week	10	/ /	/ /	/ /	/ /
- once a week	5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
E. Maximum Utilization of Services. (10%)					
1. Reports to the Administrative Officers any damages that need repairs, e.g. leaking water pipes, broken furniture and fixtures, etc.					
- all the time	10	/ /	/ /	/ /	/ /
- most of the time	7.5	/ /	/ /	/ /	/ /
- sometimes 2x / week	5	/ /	/ /	/ /	/ /
- once a week	2.5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
2. Provides all materials and supplies such as cleaning chemicals, brushes, electric buffing machines.					
- all the time	10	/ /	/ /	/ /	/ /
- most of the time	7.5	/ /	/ /	/ /	/ /
- sometimes 2x / week	5	/ /	/ /	/ /	/ /
- once a week	2.5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
3. Ensures that all exterior doors / windows locked and lights are turned off (did not adjust cooling settings)					
- all the time	10	/ /	/ /	/ /	/ /
- most of the time	7.5	/ /	/ /	/ /	/ /
- sometimes 2x / week	5	/ /	/ /	/ /	/ /
- once a week	2.5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
4. Exercises prudence in the use of institution's facilities					
- all the time	10	/ /	/ /	/ /	/ /
- most of the time	7.5	/ /	/ /	/ /	/ /
- sometimes 2x / week	5	/ /	/ /	/ /	/ /
- once a week	2.5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
F. General Behavior including attitude, attendance and grooming. (10%)					
1. Always in uniform with ID and well groomed					
- all the time	10	/ /	/ /	/ /	/ /
- most of the time	7.5	/ /	/ /	/ /	/ /
- sometimes 2x / week	5	/ /	/ /	/ /	/ /
- once a week	2.5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
2. No absences / tardiness					
- all the time	10	/ /	/ /	/ /	/ /
- most of the time	7.5	/ /	/ /	/ /	/ /
- sometimes 2x / week	5	/ /	/ /	/ /	/ /
- once a week	2.5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
3. Courteous, diligent, honest, respectable to superior, colleagues and constituents of the institution.					
- all the time	10	/ /	/ /	/ /	/ /
- most of the time	7.5	/ /	/ /	/ /	/ /
- sometimes 2x / week	5	/ /	/ /	/ /	/ /
- once a week	2.5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
4. Shows initiative and positive attitude towards work and follows protocol of the institution					
- all the time	10	/ /	/ /	/ /	/ /
- most of the time	7.5	/ /	/ /	/ /	/ /
- sometimes 2x / week	5	/ /	/ /	/ /	/ /
- once a week	2.5	/ /	/ /	/ /	/ /
- not at all	0	/ /	/ /	/ /	/ /
- not applicable (N/A)		/ /	/ /	/ /	/ /
Do you have any comments / suggestions for improvement?					
A. FIRST QUARTER					
Thank you very much for answering this form.					
(Signature Over Printed Name of the Evaluator)					
B. SECOND QUARTER					
Thank you very much for answering this form.					
(Signature Over Printed Name of the Evaluator)					
C. THIRD QUARTER					
Thank you very much for answering this form.					
(Signature Over Printed Name of the Evaluator)					
D. FOURTH QUARTER					
Thank you very much for answering this form.					
(Signature Over Printed Name of the Evaluator)					



PHILIPPINE GENERAL HOSPITAL

The National University Hospital

University of the Philippines Manila

DEPARTMENT OF PAY PATIENT SERVICES

Taft Avenue, Manila

PHIC-Accredited Health Care Provider

ISO 9001 Certified

MESSENGERIAL/PORTER PERFORMANCE EVALUATION SHEET

DPPS UNIT: _____

Period Covered: _____

Rating:	5	Outstanding
	4	Very Satisfactory
	3	Satisfactory
	2	Needs Improvement
	1	Unsatisfactory

(On a scale of 1 - 5, 1 being the lowest and 5 the highest rating)

CRITERIA	1	2	3	4	5
Appearance / wears prescribed uniform with ID					
Respectful, courteous and considerate					
Performs Porter function with regards to transfer of patients					
Brings specimens to the laboratory and obtains results within the prescribed time					
Obtains supplies from the different units of the hospital					
Performance of job delegated by Nurse Supervisor					
Brings supplies to and from different areas of the hospital (Ex. PSD Sections like Laundry etal)					
Replenishes supply of oxygen and compressed air tanks					
Compliance with the existing terms and conditions as stated in the Memorandum of Agreement (MOA)					
A. Documentations required (ex. Submission of certificates etal)					
B. Follows hospital procedure (inspection control etal)					
Follows the infection control procedures					
Ensures that Universal Precaution protocols are followed					
Overall Performance Rating					
TOTAL					
AVERAGE					

Comments & Suggestions: _____

	Evaluated by:				Approved:			
	Nurse Supervisor				Chair, DPPS			
	Date: _____				Date: _____			

ANNEX H

UNIVERSITY OF THE PHILIPPINES MANILA

CONTRACT FOR JANITORIAL AND OTHER MANPOWER SERVICES STANDARD OPERATING PROCEDURES FOR JANITORIAL/MANPOWER SERVICES PERSONNEL ON DUTY

1. Basic Standard Operating Procedure

- 1.1. Upon report for duty, the incoming janitor together with the outgoing janitor shall log in/out in the designated Log-Book for such purpose and for the recording of events and conditions related to their duties and their areas of work to their superiors;
- 1.2. The outgoing janitor shall turnover the cleaning equipment and remaining cleaning consumables to the incoming janitor by having him/her sign in the Log Book;
- 1.3. All reportable cases, incidents, accidents, events, specially those which need police attention must be reported immediately by the fastest means of communication to the UPM Police Office or security guard.
- 1.4. No husband and wife or those in common-law relationships janitorial personnel shall be assigned to the same service area or to the same shift;

2. Compliance with the required decorum

- 2.1 Personable — the JANITORIAL AND OTHER MANPOWER SERVICE PROVIDER (JOMSP) must ensure that janitorial and other manpower services personnel are personable and courteous.
- 2.2 Visibility — janitorial personnel must always be visible in the premises being serviced and may not conceal themselves inside buildings or rooms.
- 2.3 Uniforms
 - 2.3.1 the JOMSP must ensure at all times that every janitorial personnel on duty shall be in proper uniform and shall provide without charging the janitorial personnel, at least three (3) sets of uniforms;
 - 2.3.2 a janitorial personnel's uniform must always be clean and tidy.
- 2.4 **Observance of university policies** — janitorial personnel must observe existing University policies including but not limited to policies on: no smoking, no pets, no ID-no entry, car stickers.
- 2.5 **Recreational or personal electronic devices** —janitorial personnel are prohibited to use and must not bring to their service areas recreational or

personal electronic devices not related to their duty as janitorial personnel such as but not limited to cellphones, iPads, laptops, radios and the like. Personal electronic devices owned by the janitorial personnel should be kept in their office while on duty.

2.6 Alertness —

2.6.1 No janitorial personnel shall sleep on duty.

2.6.2 Janitorial personnel must be ready to render a report on the conditions of their service areas immediately when the inspector arrives.

2.7 Meal and nature breaks — Eating in public view must be avoided.

2.8 Dealing with friends, family and other persons-

2.8.1. Janitorial personnel must not engage in unnecessary chatting and conversing with other persons while on duty.

2.8.2 Except in emergency cases, friends, family members, guests, ambulant vendors, off-duty janitorial personnel should not be allowed to hang around their service areas;

2.8.3 In case of visitors with official business, the janitorial personnel shall refer them to the proper offices without leaving their service areas.

2.8.4 Janitorial personnel shall see to it that the premises they are servicing are free of ambulant and illegal vendors, vagrants and loiterers;

2.8.5 Rumor-mongering, gossiping and similar forms of irresponsible chatter are absolutely prohibited.

2.9 **Business transactions.** No janitorial personnel is allowed to conduct business transactions of any form, such as money-lending, buy-and-sell and the like with other janitorial personnel or with the general public, within the University premises, whether the janitorial personnel is on or off-duty.

2.10 **Cleanliness.** Offices or areas which may be provided or designated as resting areas shall at all times be kept tidy, sanitary and free from unsightly fixtures, garbage, dusts, deleterious substances, alcoholic beverages, and substances that emit foul odour.

2.11 **Pets and animals —**Janitorial personnel must not bring pet dogs, cats, and other animals in their service areas or anywhere in UPM-PGH.

- 2.12 **Compliance with laws** —The provisions of applicable laws, rules and regulations shall form part of the basis for evaluating performance, competence and compensation package of the janitorial personnel.

3. Reporting incidents —

- 3.1 All incidents and activities which affect or may affect the provision of janitorial services and the health, security and safety of UPM-PGH constituents, guests, and patients as well as properties within their service areas shall be reported immediately to their supervisors and to the UPM Police or Security Services as may be appropriate.
- 3.2 In all cases, the official Log Book where incidents or events are recorded shall be open and made available for inspection by the UPM through its authorized representatives.
- 3.3 The JOMSP shall submit to UPM-PGH a Monthly Schedule of janitorial personnel, at least two (2) days before the beginning of the month, containing the names of its janitorial personnel, their assignments, days-off and relievers;
- 3.4 The JOMSP shall submit a daily deployment plan and operational report to UPM-PGH at least one hour before deployment.

4. Prohibited acts and offences — for the purpose of these guidelines, the following acts as defined shall be Prohibited.

4.1 Light offences

- 4.1.1 Improper/Incomplete/Unsanitary Uniform — is wearing of the uniform worn not in accordance with that prescribed by the company or in an unsanitary condition.
- 4.1.2 Untidy and unsanitary janitorial personnel service areas and detachment office —untidy, unsanitary service areas and offices with unsightly fixtures, garbage, dusts, deleterious substances, alcoholic beverages, and substances that emit foul odour.
- 4.1.3 Keeping pets and animals —keeping pets and animals in the service areas, office or anywhere in their service areas.
- 4.1.4 Usury — is the act of lending money at rates of interest in excess of the legal rate of interest of 6% per annum.
- 4.1.5 Business activity — is any form of business activity on or off- duty within UPM-PGH premises is prohibited.
- 4.1.6 Laxity — is inattention to duties while on service area through texting unofficial messages, reading newspapers and the like,

unofficial or prolonged telephone conversations, prolonged sitting and other acts which deviate attention from the state of alertness.

- 4.1.7 Unprepared to render report - failure by the janitorial personnel to render a report on the conditions of their service areas immediately when the inspector or UPM-PGH designated representative arrives.
- 4.1.8 Lack of respect - failure to accord due respect to UPM-PGH officials, personnel and guests.
- 4.1.9 Eating in public view unless there is no available area where the janitorial personnel can eat their meal break.
- 4.1.10 Failure to immediately report all incidents and activities which affects or may affect the cleanliness or safety of any personnel, students, guests and persons as well as properties within their service areas.
- 4.1.11 Simple negligence — is any act or omission or the failure to do something required or expected, resulting in loss or damage not exceeding P5,000.00 or slight physical injury as defined by the Revised Penal Code.
- 4.1.12 Other light offences analogous to the above in violation or breach of standard operating procedures, UPM-PGH rules, regulations and policies.

4.2 Less grave offences

- 4.2.1 Sleeping on Post (SOP) — sleeping or napping while on duty.
- 4.2.2 Unaccounted/Unlocated for less than fifteen minutes — is a situation where a janitorial personnel cannot be located in his/her service area despite efforts exerted by an inspector or designated UPM-PGH personnel in a span of less than fifteen (15) minutes.
- 4.2.3 Discourtesy to superiors — is an act of disrespect committed against guests and officials of the UPM-PGH.
- 4.2.4 Insubordination — is any act of defiance, disobedience, insolence, disrespect or utterance of invectives against a superior.
- 4.2.5 Use of recreational or personal electronic devices — use or bringing on service areas of recreational or personal electronic devices not supportive or necessary to their duly-designated duties.
- 4.2.6 Negligence — is any act or omission or the failure to do something required or expected, resulting in loss or damage exceeding

P5,000.00 but not more than P20,000.00, or less grave physical injury as defined by the Revised Penal Code.

- 4.2.7 Other less grave offences analogous to the above in violation or breach of standard operating procedures, UPM-PGH rules, regulations and policies, and laws.

4.3 Grave offences

- 4.3.1 Abandonment of Post (AP) — is the act of leaving by the janitorial personnel his/her service area despite efforts exerted by an Inspector in a span of more than fifteen (15) minutes.
- 4.3.2 Drinking Alcoholic/intoxicating Beverage — is the act of drinking alcoholic intoxicating beverages or otherwise exhibiting or appearing the condition of being drunk, tipsy or reeking of alcoholic beverages while on duty or within the service area.
- 4.3.3 Sale, Possession, Use of Prohibited Drugs — is the possession, sale, and use of prohibited drugs prohibited by existing laws, rules and regulations.
- 4.3.4 Provoking and/or engaging in verbal or physical fight — between and among themselves or with UPM-PGH constituents, patients and guests.
- 4.3.5 Gross discourtesy to superiors — is an act of gross and belligerent disrespect committed against guests and officials of UPM-PGH.
- 4.3.6 Gross Insubordination — is any act of defiance, disobedience, insolence, disrespect or utterance of invectives against a superior.
- 4.3.7 Gross negligence — is any act or omission or the failure to do something required or expected, resulting in loss or damage exceeding P20,000.00 or grave physical injury as defined by the Revised Penal Code.
- 4.3.8 Immorality — janitorial personnel and officials who have illicit relationships among themselves shall be guilty of immorality.
- 4.3.9 Gambling — is the act of engaging in any game of chance using money or representation thereof as bet.
- 4.3.10 Improper grievance — being instrumental or having participated in any form of redress against the JOMSP conducted within the service area or otherwise put UPM-PGH in a bad and compromising situation.

4.3.11 Other grave offences analogous to the above in gross violation or breach of standard operating procedures, UPM-PGH rules, regulations and policies and laws.

5. **PENALTIES** - the JOMSP shall warrant that its employees shall comply with the observance of the foregoing SOP. Any breach of violation thereof entitles the UNIVERSITY to recommend the reprimand, reassignment or return to unit (RTU) of its erring personnel.

Section V. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. ELIGIBILITY DOCUMENTS AND TECHNICAL COMPONENT (Envelope No. 1)

A. Eligibility Documents

Legal Documents (Class A Documents)

- ☒ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
And
- ☒ (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. If Corporation, include Articles of Incorporation, By-Laws and the latest General Information Sheet (GSI) should be attached to the SEC
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); **And**
- ☐ (e) BIR Certificate of Registration and VAT BIR Registration Form 2303);
And

NOTE: Certified copies of the legal documents are being required for submission in compliance with pertinent COA requirements.

Technical Eligibility 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 amounting to at least 50% of the ABC of the contract to be bid **OR**

the bidder may submit at least two similar completed contracts with an aggregate contract amounts to at least 50% of the ABC of the contract to be bid under conditions provided for in Sections 23.4.1.3 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents. Statement should be supported by a certified copy of the contract/s and Certificate of at least Satisfactory performance issued by the client with SLCC ; **and**

- ☐ (h) Certification by the President or the duly authorized representative of the bidder that the prospective bidder has the capability to provide the required number of janitors and other manpower services personnel, including supervisors, housekeeping equipment and other devices indicated in the Annexes A, B, and C of the Terms of References.

Financial Eligibility Documents

- ☐ (i) Audited Financial Statements showing among others, the bidder's total and current assets and liabilities stamped "Received" by the BIR or its duly accredited/authorized collecting institutions for the preceding two (2) calendar years which should not be earlier than two years from the date of submission of bid.
- ☐ (j) 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; **And**
- ☐ (k) Notarized certification that the bidder is compliant with the following additional financial parameters to measure stability of the prospective bidders (Appendix 23 of 2016 Revised IRR of RA 9184: Guidelines on the Procurement of Security and Janitorial Services)
 - 1) Capitalization paid up of at least Five Million Pesos (PhP5,000,000.00)
 - 2) Liquidity is greater than or equal to 2:1
 - 3) Average gross administrative fee for the past two years should be at least Ten Million Pesos (PhP10,000,000.00); **And**
- ☐ (l) Blank copy of Original Sales Invoice and Official Receipt (with BIR Permit No. and TIN No.

B. Technical Proposal

- ☐ (m) 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**

- ☐ (n) Organizational Chart for the contract to be bid and list of key personnel to be assigned to UP Manila, if awarded the contract; **and**
- ☐ (o) Sketch of the bidder's office/warehouse, **And**
- ☐ (p) Proposed Housekeeping Plan for UP Manila CAD/Academic Units and the Philippine General Hospital; **And**
- ☐ (q) Recruitment, Training and Development Program, Welfare and Benefits and Selection Plan; **And**
- ☐ (r) List of housekeeping and maintenance equipment and other devices currently owned by the bidder; **And**

Class "B" Documents (if applicable)

- ☐ (s) 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.

II. FINANCIAL COMPONENT (Envelope No. 2)

- ☐ (t) Original copy of duly signed and accomplished Financial Bid Form; **and**
- ☐ (u) Original of duly signed and accomplished Cost Breakdown using the forms provided in this PBD; **And**
- ☐ (v) List of supplies and housekeeping equipment to be supplied with costing
Please use the form provided in this PBD.

Section VI. FORMS

COST BREAKDOWN

**(for UP Manila CAD and Academic – page 48;
For PGH – page 49)**

BID FORM

(page 50-51)

BID SECURING DECLARATION

(pages 52-53)

OMNIBUS SWORN STATEMENT

(Updated version)

(pages 54-55)

UP QUESTIONNAIRE

(page 56-58)

LIST OF SUPPLIES & EQUIPMENT:

C - for UPM CAD/Academic Units

Annex B2 – for PGH

(page 59-60)

Philippine General Hospital
(Cost Breakdown) - Janitorial Services and Manpower Services
For CY 2022

	Number of Duty Hours Days Work per Week Annual Factor (AF) Daily Wage (DW)	8 Hours (DS) 6 Days 325.9 537	8 Hours (NS) 6 Days 325.9 537	
A	Manpower Cost Average Pay per Month Night Differential Pay 5 Days Incentive Leave 13th Month pay Total Amount Direct to Janitor			
B	Add: Pag-ibig SSS Premium Philhealth Contribution ECC Total Amount to be paid to Gov't TOTAL A & B			
C D	Supplies Overhead Cost Vat 12% Total Monthly Rate Per Janitor CY 2022 - number of Janitors (272+55) =327 CY 2022 Requirement	314	13	327

NOTE: Based on WO No. NCR-22 effective Nov. 22, 2018

SUBMITTED BY:

Name of Bidder / Agency

Signature over Printed Name of Authorized Representative

Designation: _____

Date: _ _____

University of the Philippines Manila
Central Administration & Academic Units
CY 2022 Janitorial Services and Other Manpower Services
(Cost Breakdown)

Number of Duty Hours	8 Hours (DS)
Days Work per Week	6 Days
Annual Factor (AF)	313
Daily Wage (DW)	537
Average Pay per Month (APM)	
5 Days Incentive Leave	
13th Month pay	
A. Total Amount Direct to Janitor	
Add: Pag-ibig SSS Premium Philhealth Contribution ECC	
B: Amount Direct to Janitor and Gov't	
Add: Supplies & Materials Overhead Cost	
Total Monthly Rate Per Janitor	
FY 2022 Number of Janitors	84
Sub-Total, amount per year	
VAT (12%)	
Grand Total Amount per Year	

NOTE: Based on WO No. NCR-22 dated October 30, 2018

Bid Form

Date: _____
Invitation to Bid¹ N°: _____

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 **Error! Reference source not found.** 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:²

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

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

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 Error! Reference source not found.** of the Bidding Documents.

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 _____

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

Invitation to Bid *[Insert reference 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 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 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 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;
 - c. I am/we are declared as 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'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.

_____.

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____ **Notary Public for** __ **until** __ **Roll of Attorneys No.**
PTR No. __, [date issued], [place issued] **IBP No.** __, [date issued],
[place issued] **Doc. No.** __
Page No.
Book No.
Series of __.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]

QUESTIONNAIRE FOR PROSPECTIVE BIDDERS
(additional requirement for eligibility)

1. Have you ever participated in any bidding in the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary.

Constituent University / UP Campus	Name of Project	Amount of Project	Duration Start / End (Dates)	Status (On-going / completed)

2. Has your company ever been suspended or Blacklisted by the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary

Constituent University/UP Campus	Name of project	Reason for suspension / Blacklisting	Status (on-going / lifted)

3. Has your company ever been suspended or Blacklisted by any government agency / Company

YES	NO

If YES, FILL UP THE Table below, Use additional pages if necessary

Name of government Agency / Company	Name of Project	Reason for suspension / Blacklisting	Status (on-going / lifted)

4. Has there been any project of your company In the University of the Philippines that was terminated By Administration

YES	NO

If YES, FILL UP THE TABLE BELOW, Use additional pages if necessary

Constituents University / UP Campus	Name of Project	Reason for termination	Date of termination

5. Do you certify that all documents submitted by Your company and personnel are authentic?

YES	NO

YES	NO

6. Is there any pending cases in a Court or any similar institutions in relation to any Government contract awarded to your company? In relation to practice or profession of any of your personnel?

If YES, fill up the table below. Use additional pages if necessary

For Company

Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

For Personnel

Name of Personnel & Designation	Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

I hereby certify that all statements and information provided herein are complete, true and correct.

Name & Signature of Bidder's
Authorized Representative

Official Designation
Company
Date

SUPPLIES	UNIT	QUANTITY		COST	
		Per Delivery	TOTAL FOR ONE YEAR	Unit Cost	Total
A. To be supplied/replaced monthly					
1. Powder soap (All purpose-Powerclean/equivalent)	kgs	156	1,872		
2. Chlorox (Zonrox)	gal.	156	1,872		
3. Cleanser (Dutch/Zim)	kgs	156	1,872		
4. Mop head (Twisted cotton/rayon ; weight 400 gms minimum)	pcs	156	1,872		
5. Steel wool	pcs	156	1,872		
6. Green/Scrubbing pad (scotch brite)	pc	576	6,912		
7. Rugs (round)	pcs	568	6,816		
8. Foot rugs	pcs	200	2,400		
9. Rubber gloves (Household gloves, rubber, medium/large)	prs	156	1,872		
10. Surgical/face masks (disposable, non-woven, 3 ply, high filtration, ear loop-indoplas)	boxes (of 100 pcs)	6	72		
11. Traffic grade (Emulsion)	gal	8	96		
B. To be supplied/ replaced every 3 months					
1. Polishing pad	pc	30	120		
2. Soft broom (Any rigid material handle, standard size)	pc	156	624		
3. Stick broom (Made of good quality cocomidrib , standard size)	pc	156	624		
4. Polisher brush	pc	3	12		
5. Carpet shampoo (concentrated-powerclean/equivalent)	gal	8	32		
C. To be supplied/ replaced every 6 months					
1. Hand brush	pc	156	312		
2. Push brush	pc	156	312		
3. Pail (at least 10 liters , thick)	pc	156	312		
4. Dust pan	pc	156	312		
5. Ceiling broom	pc	24	48		
6. Squeegee	pc	30	60		
7. Mop handle (Heavy duty, steel end)	pc	156	312		
8. Spatula	pc	156	312		
9. Bowl Brush	pc	156	312		
D. To be delivered One Shot (These equipment shall remain the property of the JOMSP)					
1. Rubber hose (at least 30m long)	unit	13			
2. Floor polisher	unit	24			
3. Vacuum cleaner	unit	21			
4. Aluminum ladder	unit	17			
5. Extension Cord	unit	20			
6. Housekeeping cart (with cover)	unit	27			
7. Mop squeezer	unit	37			
8. Garden Tools*	set	13			
TOTAL					

Note: 1. Quantities indicated are the **MINIMUM** number/quantities to be provided and should last for the intended period of consumption.

2. All housekeeping supplies should be in good quality and available in the market.

3. Bidders should indicate costs of supplies and equipment.

* Shall include rake, shovel, grass cutter, pruning scissors

Submitted by:

BIDDER: _____

Signature over Printed Name of Authorized Representative

Position/Designation _____

Date _____

	Item Description	Unit	QUANTITY		COST	
			Quantity per Delivery	Total for the Year	Unit Cost	Total Cost
A.	TO BE SUPPLIED/REPLACED MONTHLY					
1	Powder soap (Tide) 1.5	kgs	188	2256		
2	Chlorox (Zonrox/Bleach)	gal	332	3984		
3	Mop head (Penguin)	pcs	520	6240		
4	Rugs, round	pcs	3,600	43200		
5	Steel wool (penguin)	pcs	288	3456		
6	Foot rug	pcs	1230	14760		
7	Rubber gloves	pairs	240	2880		
8	Surgical Face Mask (100's)	boxes	8	96		
9	Green Scrubbing pad (Scotchbrite)	pcs	550	6600		
10	KN95	pcs	3096	37152		
11	Disinfectant (Concentrate)	gal	20	240		
B.	TO BE SUPPLIED/REPLACED EVERY 3 MONTHS					
1	Polishing pad	pcs	78	312		
2	Dust mop	pcs	250	1000		
3	Soft broom	pcs	250	1000		
4	Stick broom	pcs	200	800		
5	Carpet shampoo	pcs	3	12		
6	Polisher brush	pcs	13	52		
7	Red Wax (Pledge/Pronto)	gal	10	40		
C.	TO BE SUPPLIED/REPLACED EVERY 6 MONTHS					
1	Hand brush	pcs	258	516		
2	Push brush	pcs	90	180		
3	Pail	pcs	110	220		
4	Dust Pan	pcs	340	680		
5	Bowl brush (with wooden handle)	pcs	258	516		
6	Squeegee	pcs	30	60		
	TOTAL					
	Per Month/janitor					
	The Supplies should last for the intended period					
D.	ONE SHOT DELIVERY (These equipment shall remain the property of JOMSP)					
1	Rubber hose (at least 30 meters)	unit	5			
2	Floor polisher	unit	38			
3	Vacuum cleaner	unit	6			
4	Aluminum ladder	unit	10			
5	Extension cord	unit	18			
6	Housekeeping cart (with cover)	unit	18			
7	Mop Squeezer	unit	52			
8	Mop handle	pc	632			
9	Garden tools**	set	10			

Note:

Quantities indicated are the MINIMUM number/quantities to be provided per delivery for the duration of the contract.

Submitted by:

BIDDER'S BUSINESS NAME

**SIGNATURE OF OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE**

POSITION/DESIGNATION

DATE

Suggested Marking (ITB 16)

“Mother Envelop”

BIDDER:
Address



Title of Project

THE BIDS AND AWARDS COMMITTEE 2
University of the Philippines Manila
Taft Avenue, Manila



DO NOT OPEN BEFORE _____

Suggested Marking (ITB 16)

<u>ORIGINAL BID</u> BIDDER: Address	  
Title of Project	
THE BIDS AND AWARDS COMMITTEE 2 University of the Philippines Manila Taft Avenue, Manila	
DO NOT OPEN BEFORE _____	

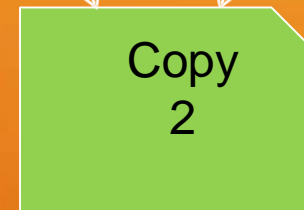
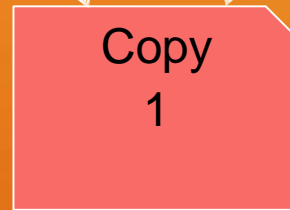
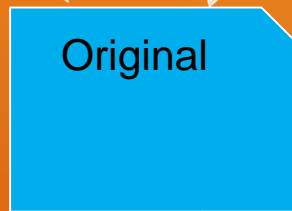
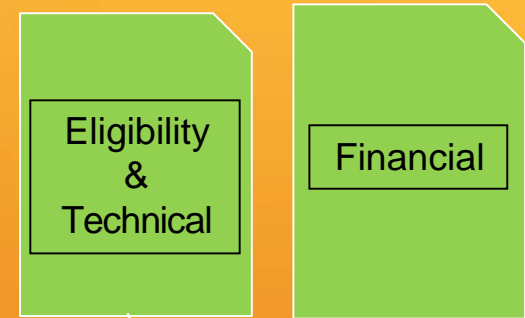
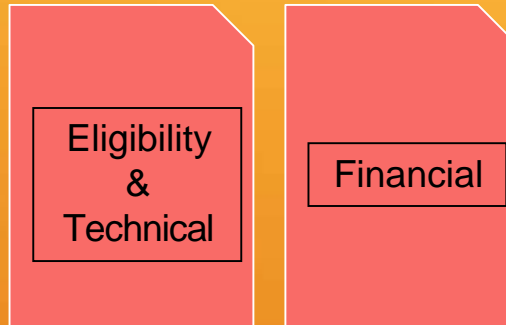
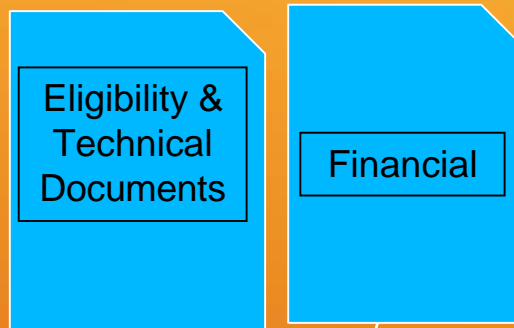


PAC KAGING

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UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

QUICK FACT SHEET OF PROSPECTIVE BIDDERS:

PROJECT TITLE: _____

PURCHASE REQUEST NO. _____

BIDDER'S OFFICIAL BUSINESS NAME _____

COMPLETE BUSINESS ADDRESS: _____

OFFICIAL CONTACT DETAILS:

Landline: _____

Cellphone No. _____

Email Address: _____

NAME OF AUTHORIZED/DESIGNATED REPRESENTATIVE: _____

OFFICIAL DESIGNATION IN THE COMPANY: _____

Certified true and correct:

Signature over Printed Name

Designation in the Company

NOTES:

1. Information provided in this fact sheet should be consistent with the details contained in the bidder's legal documents.
2. The certifying officer should be at least the Corporate Secretary who shall execute the Secretary's Certificate of signing authority.
3. A filled-up copy of this sheet shall be sent to the BAC Secretariat when requesting zoom link. Another copy should be placed on top of the original copy of legal documents/eligibility requirements (Envelope 1) of bid documents.

Issued by:

BAC 2/3 Secretariat

Date: _____



UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

**GUIDELINES FOR THE CONDUCT OF
BIDS AND AWARDS COMMITTEE MEETINGS USING ONLINE PLATFORMS
(SUCH AS VIDEO CONFERENCING, ZOOM, ETC)**

Background and General Principle

Article III, Section 8 of RA 9184 2016 Implementing Rules and Regulations (IRR) provides that “to promote transparency and efficiency, information and communications technology shall be utilized in the conduct of procurement procedure.”

The Government Procurement Policy Board through its Technical Support Office (TSO) continuously strived for the development of various on-line systems such as PhilGEPS which serves as the primary source of information on all government procurement. Procurement of common-used supplies and equipment can now be done at the Virtual Store of the Procurement Service. Recently, the development of online training platform was hastened due to the physical restrictions brought about by the community quarantine due to the COVID-19 pandemic.

Development of the online system for the submission of bids is ongoing. However, also due to the pandemic, the GPPB-TSO encouraged procuring agencies to develop their own system but in accordance with the guidelines issued by GPPB-TSO to ensure security, integrity and confidentiality of bid documents submitted.

The conduct of meetings with prospective bidders including prebid conference and opening of bids may now be conducted in person or face-to-face through videoconferencing, webcasting or similar technology with the interested suppliers, contractors and consultants.

In UP Manila, specifically the Bids and Awards Committee (BAC1, BAC2 and BAC3) meetings shall be conducted “face to face” using the online platforms. The manner of holding BAC meetings should be announced and described in the Invitation to Bid at the onset of the procurement activities. It should clearly define the guidelines or procedures to be observed by the prospective bidders and other interested contractors, suppliers, or consultants, as follows:

- a. Using the attached Quick Fact Sheet, prospective bidders shall inform the concerned BAC Secretariat of their interest to participate in the prebid conference and opening of bids by sending the name/s of their authorized representative/s and their corresponding email address/es at least, the day before the meeting, to the following email addresses:
BAC 2 : upm-bac2-secretariat@up.edu.ph
BAC 3 : upm-bac3-secretariat@up.edu.ph
- b. The zoom link which shall be provided by the BAC Secretariat to those who signified their intention to attend at least one (1) hour before the scheduled start of the meeting. Only those whose names were submitted to the Secretariat will be allowed access to the meeting room. Zoom link should not be shared to other people.
- c. The prospective bidders/suppliers shall stay initially at the zoom waiting room until the discussion of the item where they intend to participate starts. The host of the meeting from the BAC Secretariat will then let them in to the meeting room just before the discussion of the specific matter they intend to participate.
- d. During discussion, participants shall be requested to put their audio/microphones in “mute” mode, and shall unmute only upon raising their hands and have been given by the presiding officer the permission to speak.
- e. Participants shall open their camera when speaking for proper recognition.
- f. After discussion, all prospective bidders/suppliers for a particular project will courteously be requested to leave the meeting.
- g. Attendance to the zoom meeting should be documented. Likewise, the proceedings/minutes of the meeting should be recorded.