



Republic of the Philippines  
Eulogio "Amang" Rodriguez  
Institute of Science and Technology  
Nagtahan, Sampaloc, Manila

August 22, 2023

**INVITATION TO BID**  
**2023-BID-022 APR No. 08-155**

The Eulogio "Amang" Rodriguez Institute of Science and Technology through the Bids and Awards Committee (BAC) invites Philgeps registered contractors/suppliers to bid for the hereunder projects:

Name of Projects	:	<b>SERVICE CONTRACT FOR JANITORIAL SERVICES (30 PERSONNEL) WITH PROVISION FOR SUPPLIES AND MATERIALS</b>
Approved Budget for the Contract	:	<b>P9,415,101.60</b>
Source of Funding	:	<b>FUND 164</b>
Delivery Period	:	<b>ONE (1) YEAR</b>

Prospective bidders should have completed a similar contract with a value of at least 50% of the approved budget. The BAC will use non-discretionary pass/fail criteria in the Eligibility Check/Screening as well as the Preliminary Examination of Bids. Post-qualification of the **lowest calculated bid** shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (Revised).

The schedule of activities is as follows:

<u>Activities</u>	<u>Schedule</u>
<u>1. Advertisement</u>	August 23, 2023 – August 31, 2023
<u>2. Issuance of Bid documents</u>	August 23, 2023 – September 12, 2023
<u>3. Pre-Bid Conference</u>	August 30, 2023, 01:00 PM, Wednesday, BAC Office
<u>4. Submission &amp; Opening of Bids</u>	September 12, 2023, 01:00 PM, Tuesday, BAC Office.
<u>5. Bid Evaluation/Post Qualification</u>	<u>Prescribed period of Action</u> <u>base on R.A. 9184</u>
<u>6. Issuance of Notice of Award</u>	
<u>7. Contract preparation/Signing/Approval of Contract</u>	
<u>8. Issuance of Notice to Proceed</u>	

The bid documents will be available at the BAC Secretariat starting August 23, 2023, from 8:00 am to 5:00 pm upon payment of non-refundable fee of P10,000.00. Interested bidders are advised to include name of company in the document request list of PhilGeps posting as needed for the posting of award notice in the PHILGEPs.

Bidders shall submit their duly accomplished and tagged (1) Eligibility Requirements & Technical Proposal (2) Financial Proposal in **3 sets - hardcopy** (1 original & 2 duplicate) and **1 set of soft/scanned copy-saved in flash disk** to the BAC Secretariat, EARIST, Nagtahan, Sampaloc, Manila. **Deadline of submission of bids shall be on September 12, 2023 at 01:00 PM.** Opening of bids will be at the BAC Office, 2<sup>nd</sup> Flr. Old Special Science Building. **Late Bids shall not be accepted.**

All bids must be accompanied by a Bid Security in the form of Cash, Certified Check, Cashier's Check, and Manager's Check, Bank Draft/Guarantee and Irrevocable Letter of Credit in the amount of Two Percent (2%), Surety Bond in the amount of Five Percent (5%) of the Approved Budget or Bid Securing Declaration (BSD).

EARIST reserves the right to reject any or all bids without offering any reasons, waive any formality or defects and to make an award to the proposal most advantageous to EARIST. EARIST neither assumes any obligation for whatsoever losses that the bidders may incur in the preparation of their bids nor guarantees that an award will be made.

Approved:

  
Dr. GRANT B. CORNELL  
BAC CHAIRMAN

Further inquiries please call the BAC CHAIRMAN at Tel. No.82439467 loc. 104

**2023 FINANCIAL PLAN (Supplemental No. 1)  
ADMINISTRATIVE SERVICES**

<b>ADMINISTRATIVE SERVICES</b>						
<b>PERSONNEL SERVICES</b>						
<b>Overtime Pay</b>	<b>Rate</b>	<b>Hours</b>	<b>Day</b>	<b>Months</b>		
<i>Student Admission Registration and Records Management Services</i>						
Director, SARMMS	398.22	8	4	3	38,229.12	<b>62,324.16</b>
Staff, SARMMS	250.99	8	4	3	24,095.04	
<b>MAINTENANCE AND OTHER OPERATING EXPENSES</b>						
<b>Janitorial Services Contract</b>						<b>3,548,193.30</b>
Budget for the the Extension Janitorial Services Contract (Aug. 1, 2023 - Oct. 31, 2023)						
25 Personnel @ ₱23,215.07/personnel x 3 months					1,741,130.25	1,979,009.70
5 Personnel @ ₱15,858.63/personnel x 3 months					237,879.45	
Budget for the the Janitorial Services Contract (Nov. 1, 2023 - Oct. 31, 2024)						
30 Personnel @ ₱26,153.06/personnel x 12 months					<b>9,415,101.60</b>	
Less: 10 months to be budgeted for 2024 Financial Plan						
30 Personnel @ ₱26,153.06/personnel x 10 months					(7,845,918.00)	<u>1,569,183.60</u>
**Includes Mandatory Contribution and Agency Administrative Cost						
<b>Electricity Expense</b>						<b>6,000,000.00</b>
Augmentation to Electricity Bill for 2023						
<b>Supplies and Materials</b>						<b>1,132,473.60</b>
Purchase of Supplies and Materials (As per Annual Procurement Plan)						
<b>Semi-Expendable</b>						<b>692,484.00</b>
Purchase of Semi-Expendable (As per Annual Procurement Plan)						
<b>CAPITAL OUTLAY</b>						
<b>Equipment / Furniture and Fixtures</b>						<b>2,324,366.00</b>
Purchase of Equipment (As per Annual Procurement Plan)						
<b>Construction/ Repair and Maintenance of Building/Facilities**</b>						<b>3,175,428.30</b>
Repair and construction of roof and ceiling at the FMS Storage					443,000.00	
Repair and improvement of the concrete gutter and canopy at the Admin Bldg, Records Office Ceiling and Main Gate Roofing					751,400.00	
ECC Canteen Stall					993,632.58	
Rehabilitation of Office and Storage of IGP/PMS					987,395.74	
**Refer to Detailed Plan and Budgetary Estimates						
<b>GRAND TOTAL FOR ADMINISTRATIVE SERVICES</b>						<b>16,935,269.36</b>

**FARIST**  
**CERTIFIED PHOTOGRAPHER**  
*August 08-15-2023*  
**GANA J. ROLDAN**  
**WWW.RECORDS SERVICE**

**TOOLS AND EQUIPMENT FOR EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY - CAVITE**

**TOOLS AND EQUIPMENT**

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>
1	Buggy	1	unit
2	Bolo	6	units
3	Hand Saw	2	units
4	Shovel	2	units
5	Rake	2	units
6	Garden Watering Bucket	2	units
7	Pruning Shear	2	units
8	Grass Scissor	4	units
9	Metal Dust Pan	6	Units
10	Garden Tools	3	sets

## **DESCRIPTION AND SCOPE OF THE JANITORIAL SERVICES :**

### **DAILY:**

1. Sweeping, waxing damp mopping, spot scrubbing and polishing of all floors (lobbies and hallways). Areas where heavy traffic occurs, including the main lobby, entrance ways, waiting areas and comfort rooms shall be serviced continuously during hours of public use to guarantee cleanliness at all times.
2. Cleaning, sanitizing of toilets and restrooms with effective disinfecting chemicals particularly on washbasins, urinals and toilets bowls and fogging the same with deodorant.
3. Cleaning, dusting and/or damp wiping of glass tops, glass doors/walls, partitions, sidings and doors.
4. Dusting of inside windows, window ledges, air vents, stair railings and other horizontal and vertical surfaces including cabinets and other furnitures.
5. Maintaining the cleanliness of rooms and other interior portions of the building and frequent spraying of air freshener.
6. Emptying and cleaning of trash and waste paper containers and other disposal of garbage to the receptacles provided for this purpose.
7. Sweeping, cleaning of driveways and parking areas.
8. Watering and General care of indoor plants.
9. Switching off of unnecessary lights and unplugging of office equipment not being used.

### **WEEKLY:**

1. Washing, scrubbing, waxing and polishing of floors and stairways.
2. Washing of glass windows, partitions and doors.
3. Dusting of lights fixtures and Venetian blinds
4. Cleaning, washing, waxing and/ or polishing of office furniture and fixtures
5. General cleaning of all comfort rooms.
6. High dusting and removal of cobwebs.
7. Removal of stains and finger marks on walls.

### **MONTHLY:**

1. General cleaning of interior glasses and ledges.
2. General cleaning of lights, fixtures, diffusers, Venetian blinds and other fixtures.
3. General cleaning of walls and other surfaces which are not reached daily and weekly
4. General cleaning of all areas covered by this contract.

**MISCELLANEOUS SERVICES:**

1. Carrying or hauling of furniture and fixtures, office supplies and equipment.
2. Reporting of breakage and electrical malfunctions.
3. Messengerial services within the office premises.

**GARDEN AND GROUND MAINTENANCE:**

1. Regular watering of lawns and plans.
2. Regular trimming of grasses.
3. Sweeping and Removal of dried leaves.
4. Cleaning of Garden and disposal of trash.
5. Regular application of fertilizers to plants and garden.
6. Cultivation and general of plants and garden.

**SEMI – ANNUAL :**

1. Fumigation and pest control of whole EARIST Vicinity.

**SUPPLIES AND MATERIALS FOR EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND TECHNOLOGY**

**A. TO BE PROVIDED MONTHLY ARE:**

Item No.	Description	Quantity	Unit
1	Steel Wool	25	tubes
2	Emulsion Wax	8	gals
3	Odorless Red Wax	8	gals
4	Neutral Wax	8	gals
5	Bleaching Liquid 5.5 %	12	gals
6	Powder Soap	50	kgs
7	Muriatic Acid	5	gals
8	Scotch Brite with Foam	50	pcs
9	Mop Head	50	pcs
10	Glass Cleaner	5	gals
11	Toilet Bowl Cleaner	10	gals
12	Cleanser	20	kgs
13	Garbage Bag, black, yellow, green	2100	pcs
14	Wax Stripper	5	gals
15	Fabric Conditioner - branded	5	gals
16	Liquid hand Soap	10	gals
17	Pledge Furniture polish	10	tubes

**B. TO BE PROVIDED QUARTERLY ARE:**

Item No.	Description	Quantity	Unit
1	Soft Broom	36	pcs
2	Stick Broom	50	pcs
3	Ceiling Broom	6	pcs
4	Polishing Pad 16"	10	pcs
5	Scubbing Pad 16"	10	pcs
6	Hand Brush	24	pcs
7	Push Brush	12	pcs
8	Steel Brush	12	pcs
9	Alcohol	3	gallons

**C. TO BE PROVIDED SEMI-ANNUALLY ARE:**

Item No.	Description	Quantity	Unit
1	Plastic dust pan	36	pcs
2	Toilet Pump, big	24	pcs
3	Mop Handle (aluminum)	36	pcs
4	Spatula	24	pcs
5	Trigger Sprayer	36	pcs
6	Polisher Brush 16"	6	pcs
7	Toilet Brush	36	pcs
8	Dipper, Big	36	pcs
9	Window squeegee, extended	10	pcs
10	Fogging Services - for Flying Insects	1	lot

**TOOLS AND EQUIPMENT**

Item No.	Description	Quantity	Unit
1	Floor Polisher, 16" diameter, HD	4	units
2	Vacuum Cleaner	2	units
3	Push Cart	3	units
4	Trash Bins	3	units
5	Mop Bucket with wringer	6	units
6	Ladder- (6ft & 8ft)	2	units
7	Water hose, 50 meters with nozzle	2	units
8	Floor Sign	6	pcs