



Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
BIDS AND AWARDS COMMITTEE OFFICE
Fisheries Building Complex, Bureau of Plant Industry Compound,
Visayas Ave., Diliman, Quezon City, Philippines 1101
Tel. No.: +02. 332. 4661 website: www.bfar.da.gov.ph e-mail: bac.eps@bfar.da.gov.ph

NOTICE OF AWARD

EXCELLENT GENERAL SERVICES, INC.

28 Evangeline Reyes St., BF Resort Village

Talon II Las Piñas City

Email add: excellent_egsi@yahoo.com/generalegsi@gmail.com

Contact No. 872-1731/8747742

Project:

Bid Reference No.: 2021-35

"HIRING OF DA-BFAR JANITORIAL SERVICES FOR THE PERIOD OF MARCH 2022 TO DECEMBER 31, 2022"

We are pleased to notify you that the contract of the above Project is hereby awarded to your company as the Lowest Calculated Responsive Bidder (LCRB) and compliant with the Technical Specifications required by the end-user at Contract Price specified in the attached summary.

You are therefore required, within ten (10) days from the receipt of this Notice of Award, to formally enter into contract with us, and to submit the *Performance Security* in the form and the amount stipulated in the Instructions to Bidders.

Failure to enter into the said contract or provide the Performance Security shall constitute a sufficient ground for cancellation of this award and forfeiture of your Bid Security.

Very truly yours,

Commodore EDUARDO B. GONGONA, PCG (Ret.)
Head of Procuring Entity/BFAR National Director

I acknowledge receipt of this Notice of Award on the date indicated below:

Signature of Bidder's Authorized Representative: _____

Name of Bidder's Authorized Representative: _____

Date: _____

GINA O. RAMOS

MARCH 3, 2022

ANNEX TO NOTICE OF AWARD

SUMMARY OF LOTS TO BE AWARDED TO:
EXCELLENT GENERAL SERVICES, INC.
 BID REFERENCE NO.: 2021-35

PR No.	Lot No.	ITEMS/DESCRIPTION	ABC (in Php)	Contract Price (in Php)
21-11-826	1	'HIRING OF DA-BFAR JANITORIAL SERVICES FOR THE PERIOD OF JANUARY 2022 TO DECEMBER 31, 2022" (March 2022 to December 31, 2022) for 10 months.	10,485,567.00	8,050,797.00

QTY	UNIT	ITEM DESCRIPTION	Bidder's Statement of Compliance																		
1	lot	<p>"HIRING OF DA-BFAR JANITORIAL SERVICES FOR THE PERIOD OF MARCH 2022 TO DECEMBER 31, 2022"</p> <p>40 Janitor/Janitress</p> <p>SPECIFICATIONS;</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Quantity</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1) BFAR Central Office - Fisheries Building Complex, BPI Compound, Brgy. Vasra, Elliptical Rd., Diliman, Quezon City.</td> <td>1 Supervisor 26 Janitors</td> <td>27</td> </tr> <tr> <td>2) BFAR-ARCADIA 860 Arcadia Bldg., Quezon Ave., Quezon City.</td> <td>3 Janitors</td> <td>3</td> </tr> <tr> <td>3) BFAR - Navotas Port.</td> <td>5 Janitors</td> <td>5</td> </tr> <tr> <td>4) BFAR-NMFDC Sangley Point, Cavite City.</td> <td>3 Janitors</td> <td>3</td> </tr> <tr> <td>5) BFAR - NIFFTC, Tanay Rizal.</td> <td>2 Janitors</td> <td>2</td> </tr> </tbody> </table>	Description	Quantity	Total	1) BFAR Central Office - Fisheries Building Complex, BPI Compound, Brgy. Vasra, Elliptical Rd., Diliman, Quezon City.	1 Supervisor 26 Janitors	27	2) BFAR-ARCADIA 860 Arcadia Bldg., Quezon Ave., Quezon City.	3 Janitors	3	3) BFAR - Navotas Port.	5 Janitors	5	4) BFAR-NMFDC Sangley Point, Cavite City.	3 Janitors	3	5) BFAR - NIFFTC, Tanay Rizal.	2 Janitors	2	
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<ul style="list-style-type: none"> Place of delivery: BFAR Central Office - Fisheries Building Complex, BPI Compound, Brgy. Vasra, Elliptical Rd., Diliman, Quezon City, BFAR-ARCADIA 860 Arcadia Bldg., Quezon Ave., Quezon City, BFAR - Navotas Port, and BFAR-NMFDC Sangley Point, Cavite City. Schedule of Delivery: 10 MONTHS (March to December 2022). 																					

TERMS OF REFERENCE

- I. Title : **HIRING OF JANITORIAL SERVICES**
 II. SCOPE OF WORK

The CONTRACTOR shall provide the services necessary for the janitorial and sanitation needs of the Bureau of Fisheries and Aquatic Resources (BFAR). These includes the offices, conference rooms, lobbies, corridors, the inside and outside wall partitions, ceilings, comfort rooms, and toilet facilities, lighting fixtures, furniture, office equipment, glass window, and all the other areas aforementioned building that

would require janitorial and sanitation service. Services shall be rendered on eight (8) hours each day, six (6) days a week, excluding Sundays and regular Holidays.

III. APPROVED BUDGET OF THE CONTRACT

The approved budget for the contract (ABC) is **TEN MILLION FOUR HUNDRED EIGHTY FIVE THOUSAND FIVE HUNDRED SIXTY SEVEN PESOS (Php10,485,567.00)** for the month of January to December 2022.

IV. QUALIFICATIONS OF THE CONTRACTOR

1. Submission of Proof of the following:

- a. Engaged in the business for at least 5 years.
- b. Has client satisfactory certificate of at least 3 clients in the last five years.
- c. Has successfully completed a project/contract with a value of at least 50% of the ABC.

DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR

MANPOWER COMPLEMENT

The CONTRACTOR shall provide **thirty-nine (39) Janitors** and **one (1) supervisor** acceptable to BFAR who shall render janitorial services in the BFAR premises. BFAR has the right to reject any janitor assigned by the CONTRACTOR who is found to be unreliable. The number of janitors to be provided by the CONTRACTOR shall be indicated by BFAR and maybe increased as the need arises.

The Contractor shall hire janitors with the following qualifications:

1. At least Elementary School Graduate
2. At least eighteen (18) years of age
3. Mentally and physically fit
4. With good moral character

Documentary Requirements:

1. NBI Clearance
2. PNP Clearance
3. Medical/Health Certificate with Drug Test result and vaccination card
4. Submission of manpower requirements (CV or PDS 40 personnel for deployment and training certificate)
5. Trainings (Certificate)

A. SPECIFIC TASK AND RESPONSIBILITIES OF THE CONTRACTOR

1. Supply the necessary labor, cleaning equipment, materials and supervisions for the daily upkeep and maintenance of the BFAR.
2. Perform the following janitorial services:

Daily Routine Services:

- a. Sweeping, polishing cleaning, scrubbing, buffing mopping and/or push brushing of all floors of lobbies, entrances, sidewalks, corridors, basement including motor pool area around the premises. The whole building and its comfort rooms including the motor pool, shall be serviced and cleaned continuously to maintain cleanliness and sanitation.
- b. Cleaning and sanitizing of all comfort rooms using sanitizing agents and disinfecting deodorants in urinals and toilet bowls.
- c. Dusting and cleaning of ashtrays, wastebaskets and sand urns, trash receptacles.

- d. Cleaning dusting of all furniture and other equipment including electrical fixtures inside the rooms.
- e. Cleaning draperies and carpets through vacuum cleaning methods.
- f. Cleaning of walls, doors, stairways, landing and corridors.
- g. Dusting and cleaning of all glass tops inside windows, window ledges and partitions which require daily cleaning.
- h. Disposal of trash from the confines of the building to the trash receptacles.
- i. Daily reporting to the building Administrator all water leaks, breakages, electrical failures and other matters that require the attention of the Management.
- j. Daily spray of air freshener in all air conditioned rooms.
- k. Carpet care. (Wet and Dry)

Weekly Periodic Operations:

- a. General cleaning, polishing and sanitizing of floors, furniture, fixtures, counter, etc.
- b. Thorough cleaning, sanitizing and disinfecting of all comfort rooms and wash rooms.
- c. Thorough cleaning of glass panels, walls, doors and ceiling.
- d. Cleaning waxing and polishing of office furniture.
- e. Removal of cobwebs, finger marks and dressing the walls.
- f. Thorough cleaning of all surface drainage of the building to prevent clogging of the drainage system.

Monthly Project Operations:

- a. General cleaning of whole building and its premises:
- b. General cleaning of all draperies, carpets, lighting fixtures and diffusers covers.
- c. General cleaning, sanitizing and disinfecting of all comfort rooms.

Miscellaneous Service Desire:

- a. Miscellaneous works such as moving of furniture and other equipment from one place to another inside the building and its premises.
- b. Running errands inside the premises or along the vicinity of the building and its premises.
- c. Free In-Door plants on Hallways.
- d. Free In-house Pest Control.
- e. Quarterly Carpet Shampooing.

V. RESPONSIBILITIES OF THE BFAR

1. The BFAR Administrative Division, through its General Services Section (GSS), shall be the main responsible unit in monitoring the implementation of the janitorial services in accordance with the specifications and conditions of the contract.
2. The BFAR shall constitute an Inspectorate and shall be responsible in assisting the GSS in recommending appropriate measures and improvements, when necessary.
3. Evaluate and review the performance of the service provider personnel

LIST OF MINIMUM TOOLS AND EQUIPMENT

Tool/ Equipment	Quantity	Unit
Floor Polisher (H.D.)	12	Units
Wet and Dry Vacuum Cleaner	7	Units
Mop Squeezer with bucket	8	Units
Glass Squeeze	4	Units
Wet Floor Sign	8	Units
Buggy Cart (4 wheel box push truck)	6	Units
Janitorial Cart	4	Units
Aluminum ladder 1-12' aluminum ladder (for common use at BFAR building)	1	Unit
Pest Control Sprayer	3	Unit
Grass cutter/cutting tools. (NMFDC Cavite)	1	Unit

VI. PAYMENT SCHEME

Payment to the Contractor shall be on a monthly basis upon submission of the billing statement and affidavit that the Contractor have complied with the provisions of the labor laws such as those compensation, Social Security System, Philhealth, Pagibig, Employees Compensation Commission and Taxes.

*******NOTHING FOLLOWS*****