



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**  
**RFQ No. 2017-06-026**  
June 15, 2017

Name of Hotel/Establishment : \_\_\_\_\_

Address : \_\_\_\_\_

Business Permit No. \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration No.(required): \_\_\_\_\_

Sir/Madam:

The National Commission on Muslim Filipinos (NCMF), through its Bids and Awards Committee (BAC), request interested suppliers to quote for the herein stated activity:

Dates	Description	ABC
Deadline: June 23, 2017	9 JANITORIAL MANPOWER (July – December 2017)	P 993,683.00

As such, contractors/suppliers of know qualifications are invited to submit their quotation/s proposal/s on or before the above-stated date, duly signed by your representative and Conditions provided at the last page of this RFQ.

Award of contract shall be made after evaluation. Prospective lessors may will be chosen and the lowest calculated and responsive offer will be selected. A copy of your Mayor's/Business Permit is also required to be submitted along with your quotation/proposal.

Open quotations may be submitted, manually or through facsimile no. (02) 952-4875 or email at [ncmf.bac2016@gmail.com](mailto:ncmf.bac2016@gmail.com)

The NCMF reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government

The NCMF assumes no responsibility whatsoever to compensate or indemnify Bidders for any/expenses incurred in the preparation of their Quotation/Bid.

**TAHIR S. LIDASAN JR., CESO II**  
Executive Director and BAC Chairman

17-852

**INSTRUCTIONS**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s as follows:

<b>TECHNICAL SPECIFICATIONS</b>	<b>REMARKS</b>
Attached in separate sheet	

**Terms of Payment:**

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after submission of Billing and User Acceptance of the products. Bank Transfer fee shall be charged against the creditor's account. A Certification of the Availability of Funds shall be issued to the lowest calculated offer.

**Payment Details:**

Banking Institution: \_\_\_\_\_  
Account Number : \_\_\_\_\_  
Account Name : \_\_\_\_\_  
Branch: \_\_\_\_\_

**FINANCIAL OFFER:**

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotations, and does not reflect the guaranteed price.

**GENERAL CONDITIONS**

1. All quotations must be typewritten in the company's letterhead.
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
4. PhilGEPS Registration Certificate (Platinum-valid), Mayor's/Business Permit and Income/Business Tax Return shall be attached upon submission of the Quotation.
5. All quotations shall be considered as fixed prices and not subject to price escalation during the contract implementation.
6. Payment shall be prepared upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.



## PRICE QUOTATION FORM

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

The Head, Secretariat  
Bids and Awards Committee  
National Commission on Muslim Filipinos  
2/F Jocfer Building, Commonwealth Avenue  
Diliman, Quezon City

Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotations, hereunder are our financial proposal for the items identified below:

Item No.	Item/s and Description	Qty.	Unit Price	Total Price (VAT Inclusive)

AMOUNT IN WORDS: \_\_\_\_\_  
\_\_\_\_\_

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within \_\_\_\_\_ calendar days from receipt of Notice of Award (NOA).
3. We agree to abide by this Quotation for a period of \_\_\_\_\_ after the dated deadline of submission specified in your RFQ.
4. We understand that payment for item/s delivered will be made to the winning supplier after inspection and acceptance of good(s) delivered.
5. Above-quoted price is inclusive of all costs and applicable taxes.



## SECTION VII

### TECHNICAL SPECIFICATIONS

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.

Item	Specifications	Statement of Compliance
<b>I</b>	<b>PERFORMANCE CRITERIA</b>	
A	The Contractor shall maintain a satisfactory level of performance throughout the contract period based on the following set of performance criteria:	
	1. Quality of service delivered	
	2. Time management	
	3. Management and suitability of personnel	
	4. Contract administration and management	
	5. Provision of regular progress report	
	6. Attentiveness and presence of mind	
	7. Compliance with NCMF instructions and policies	
	The foregoing criteria shall be used to assess the quarterly level of performance of the Contractor and its janitorial personnel as basis for continuity of the contract.	
<b>II.</b>	<b>TECHNICAL EVALUATION PARAMETERS</b>	
1.	<b>Stability</b>	
	a. Years of experience – At least 5 years in the janitorial business	
	b. Liquidity of Contractor – At least Five Million Pesos (P5,000,000) (Current assets minus stocks minus current liabilities based on the Contractor's balance sheet as of December 31, 2015)	
	c. Organizational set up – with good and efficient office set-up, personnel, office tools and equipment	
2.	<b>Resources</b>	
	a. Number and Kind of Equipment and Supplies – With the minimum number and kind of equipment and supplies as specified under Section VI. Schedule of Requirements	
	b. Number of Janitors – with at least 50 janitors	
	c. Number of Supervisors – At least 5 supervisors	
3.	<b>Housekeeping Plan</b> – Said plan must be tailored fit for the service requirements of the NCMF. The Contractor shall state/enumerate the specific methodology to be employed for the	

	execution of the Housekeeping Plan. The Housekeeping Plan should accordingly be made part of the Contractor's submission.	
4.	<b>Other Factors</b>	
	a. Recruitment and Selection Criteria – The Contractor shall ensure that the janitors to be assigned in the NCMF have undergone adequate and relevant training before deployment, and have satisfactorily passed the Contractor's relevant screening and selection tests to determine their fitness to perform said services.	
	b. Completeness of uniforms and other paraphernalia.	
III.	<b>HOUSEKEEPING PLAN</b>	
1.	Daily Housekeeping Responsibilities Including but not limited to the following areas: (i) common office area; (ii) conference rooms; (iii) hallways/corridors; (iv) stairways; (v) pantry; (vi) restrooms; and (vii) storage rooms.	
	a. Report to each respective assigned area; sweep the floor and pick-up with the dustpan litters scattered around the NCMF premises.	
	b. Scoop off any sticky substance or dirt on the floor with putty knife and clean with damp cloth or rag.	
	c. Mop the floor with damp mop head. Finish cleaning with clean and dry mop head.	
	d. Wipe with damp cloth or rag all tables, chairs, computers, steel and wooden cabinets, electric fans, telephone instruments, refrigerators, air conditioning grilles and casing, and other office equipment. Finish cleaning with a clean and dry cloth or rag.	
	e. Empty ashtrays and waste baskets/receptacles. Clean same with liquid detergent and rinse off with water and let dry. Return ashtrays and wastebaskets, receptacles to their respective places.	
	f. Wipe with damp cloth all window sills, window panes/glass, mirrors, roman shades, aluminum/stainless steel frame doors and stair railings.	
	g. Remove stain marks or dirt on walls, doors and building posts with chemical removers or with cloth, soak in liquid detergent or cleanser. Finish cleaning with damp cloth or rag.	
	h. Wash with water the whole area of the comfort room, then sweep and drain. Drain or remove water inside toilet bowl before pouring cleanser. Let it stay for a while, in the meantime, sprinkle cleanser on walls and floor tiles, water closet tank, lavatory and sink, and toilet bowl. Scrub inside of toilet bowl with brush or sponge with handle, then flush. Scrub with brush or sponge the whole area of the comfort	

	room. Rinse off with water and dry and clean mop/cloth. Clean mirrors with damp newspaper or cloth and finish cleaning with dry cloth. Spray comfort room with air freshener.	
	i. Sweep and clean driveways.	
	j. Cut/Uproot unsightly grass growth (if applicable)	
	k. Water potted/indoor ornamental plants inside the NCMF offices. (if applicable)	
	l. Trim and remove dried leaves both inside and outside NCMF(if applicable)	
	m. Attend to the needs of any meetings as may be required by each office or bureau.	
	n. Report any unnecessary maintenance repairs immediately.	
	o. Stay in their respective post for messengerial/errand work.	
2.	Weekly Maintenance – general cleaning of all areas every Saturday.	
	a. Scrub and strip off sticking dirt, guns and other similar substances, particularly those inner areas and corners. Wash clean with soap and water, then dry.	
	b. High clean/sweep cobwebs off the ceiling and wipe light fixtures/diffuser and upper walls.	
	c. Remove dirt and wash clean with soap and water all window grilles and panes, stairways, balcony and walls.	
	d. Thoroughly clean all comfort rooms particularly the toilet bowls, lavatories and men’s urinals. Apply disinfectant and deodorize all areas.	
	e. Thoroughly clean office furniture and fixtures and other office equipment, taking extra care in moving the same to avoid damage.	
	f. Apply floor wax on floors and polish shine.	
	g. Spray insecticide or apply rodenticides inside NCMF offices to eradicate rats, flies, mosquitoes, termites, white ants and other pests.	
	h. Cultivate soil and fertilize indoor and outdoor plans (if applicable)	
	i. Clean catch basins and all planter boxes.	
	j. Clean/wash garbage cans.	
	k. Clean all parts of the refrigerator.	
	l. Clean microwave oven/oven toasters.	
3.	Monthly maintenance every Saturday of the month.	
	a. Wipe/clean venetian blinds.	
	b. Clean inside windows.	
	c. Clean door jambs, balusters, and handrails.	
	d. Clean glass walls/partitions.	
	e. Vacuum and clean all upholstered furniture.	

	f. Wash walls.	
4.	Miscellaneous services to be performed whenever required.	
	a. Provide logistical assistance during meetings and conferences.	
	b. Haul/move office furniture, fixtures and equipment.	
	c. Messengerial and errand work.	
	d. Make available at all times relievers and/or replacements to ensure continuous and uninterrupted services in case of absence of the janitor regularly assigned to each office or bureau or area.	
	e. Exercise the necessary supervisory work.	
5.	Other services officered/as may be necessarily required.	

**I HEREBY CERTIFY TO COMPLY AND DELIVER ALL THE ABOVE REQUIREMENTS.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Representative

\_\_\_\_\_  
Date

9