

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 a.m. of \_\_\_\_\_ in the return envelope attached, to the BAC Secretariat for Goods, DPWH - Bukidnon 3rd DEO, Dicklum, Manolo Fortich, Bukidnon.

1. All entries must be typewritten or legibly written.
2. Delivery period within **30 DAYS** upon receipt of the approved funded Purchase Order (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user
4. Price validity shall be for a period of sixty (60) calendar days.
5. a) *DTI business name/SEC registration of supplier, b) Latest Income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon, c) Certificate of PHILGEPS registration, d) Latest Mayor's/Business permit e) PCAB License (Infra) shall be attached upon submission of the quotation*
6. Notarized Omnibus Sworn Statement shall be submitted prior to award.
7. Bidders shall submit original brochures of the product.
8. Please indicate the brand for each items being offered/Brand Indicated will be final/No Substitution.
9. The approved budget ceiling for this procurement is **P831,470.70**

| ITEM NO. | ITEMS & DESCRIPTION  | QUANTITY | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|--|----------|------|------------|-------------|
| 1.       | PROCUREMENT OF JANITORIAL SERVICES FOR DPWH-<br>BUKIDNON 3RD DEO (JANUARY 2, 2025 - March 31,<br>2025) WITH FIFTEEN (15) JANITORIAL PERSONNEL<br>STATIONED | 3        | lots |            |             |
|          | *****Nothing Follows *****   |          |      |            |             |
|          |  |          |      |            |             |
|          |  |          |      |            |             |
|          | TOTAL AMOUNT   |          |      |            |             |

**Purpose :** FOR USE IN THE JANITORIAL SERVICES OF DPWH-BUKIDNON 3RD DEO (JANUARY 2, 2025 - March 31, 2025)

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Tel. No./Mobile No./E-mail Address

**ANNEX "A"**  
**DEPLOYMENT OF JANITORS**

| OFFICE  | AREAS OF ASSIGNMENT  |
|---|--|
| 1. DISTRICT ENGINEER  | DE's Conference Room<br>Secretary's Office<br>DE & Procurement Unit's Hallways<br>Procurement Unit's Office<br>Procurement Unit's Conference Room<br>2 <sup>nd</sup> Floor Comfort Room (Female) |
| 2. ASSISTANT DISTRICT ENGINEER  | ADE's Office<br>DRRM Office / Terrace up to ICT Hallway  |
| 3. PLANNING AND DESIGN SECTION  | PDS's Office<br>Stairs near PDS and Finance<br>Stairs near lobby   |
| 4. FINANCE SECTION  | Finance Office, Biometric Area<br>Hallway to Construction  |
| 5. CONSTRUCTION SECTION   | Construction Office, Cashiering Office<br>Ground Floor Comfort Room (Female)<br>Stairs near Storage Area   |
| 6. COMMISSION ON AUDIT  | COA Office/Ramp<br>Construction Hallway<br>Ground Floor Comfort Room (Male)  |
| 7. MAINTENANCE SECTION  | Maintenance Office, Pantry/Stairs<br>Hallway to Conference Room<br>2 <sup>nd</sup> Floor Comfort Room (Male)   |
| 8. QUALITY ASSURANCE SECTION  | QAS Office and Front of Office   |
| 9. ADMINISTRATIVE SECTION   | Admin Office, Pantry, Supply Office, Admin<br>Hallway<br>Covered Court<br>Whole Office Premises<br>Watering of Plants<br>Cleaning of the Flag Pole Ground<br>Quarters / MRF                      |
| 10. Planning & Design Section<br>(New Building) 2 <sup>nd</sup> Floor | Whole Office Premises  |
| 11. Construction Section (New Building)<br>3 <sup>rd</sup> Floor      | Whole Office Premises  |

**Note:**

*Reporting Time: 6:00AM – 3:00PM*  
*Will help other areas if assignment is already done.*

**RELIEVER:**

*To take the place to assignment of one (1) utility worker when he/she is absent.*

## **ANNEX "B"**

### **SCOPE OF WORKS**

#### **BASIC SCOPE OF JANITORIAL WORKS:**

##### **Office Areas and Conference Rooms**

- Empty all trash receptacle and replace liners as necessary sort trash according to category
- Vacuum office area once in a while
- Dust and spot clean all furniture, fixtures, equipment and accessories
- Spot Clean all walls, light switches and doors
- Dust high and low areas (pictures, clocks, partition tops etc.)
- Fully vacuum all carpets
- Apply for air freshener afterwards
- Removed dust in the light bulb, hand railings and ceilings
- Dust ledges and window sills
- Dust/clean/wipe all blinds / Glass Windows and Glass Doors
- Sanitize all offices

##### **Kitchen and Break Room**

- Sweep and mop floors
- Using a backpack vacuum, detail vacuum removing all debris
- Empty all trash receptacles and replace liners as necessary
- Spot clean all walls, light switches and doors
- Clean/sanitize pantry area, kitchen sinks and cabinets
- Dry all utensils

##### **Lobby and Entrance Area**

- Damp wet mop the entire area and afterwards damp with dry mop
- Dust mops all hard surface floors with treated dust mop
- Clean both sides of all glass doors
- Using squeegee, spot dirty window areas, stain, including the waiting area
- Dust low and high areas
- Mop all stains and spills, especially drinking and coffee spills
- Empty all trash cans and replace liners as required
- Monthly high dusting
- Watering plants from inside and outside the premises
- Weeding and maintenance of plants

##### **Hallway Areas**

- Dust all high and low areas including pictures, clocks etc., glass frames of "Vision", "Mission", etc.
- Eradicate muds in the sideways of the wall
- Scrub the floor with powder detergent
- Removed bubble gums stake on the ground with steel picker
- Maintain cleanliness in the visitor's lounge at the façade of the office

**ANNEX "C"**  
**FACILITIES AND EQUIPMENT CAPABILITY**

**DEPENDABLE MANPOWER AND JANITORIAL SERVICES** will provide the equipment for the consumption of DPWH-Bukidnon 3<sup>rd</sup> DEO the following:

- One (1) Vacuum Cleaner
- One (1) Floor Polisher
- One (1) Grass Cutter
- One (1) Grass Scissors/Sheers
- Two (2) Bolo
- Two (2) Boots
- Three (3) Porok
- Water Hose 100 meters
- Aluminum Ladder
- Shovel
- Pruning Scissors
- Rake
- Wheel Barrow

**CAPABILITY STATEMENT**

**COMPANY OVERVIEW**

Dependable Manpower and Janitorial Services were established in 2014 by Major Allan B. Bendicio PA (RET) CSMS/SIRS in response to a need for quality janitorial services. We are a janitorial company that provides efficient, affordable, reliable janitorial services to government, city, education, and private sector. We offer complete detailed cleaning and floor care services that prolong the life of your assets and gives you the joy of a clean space.

**MISSION**

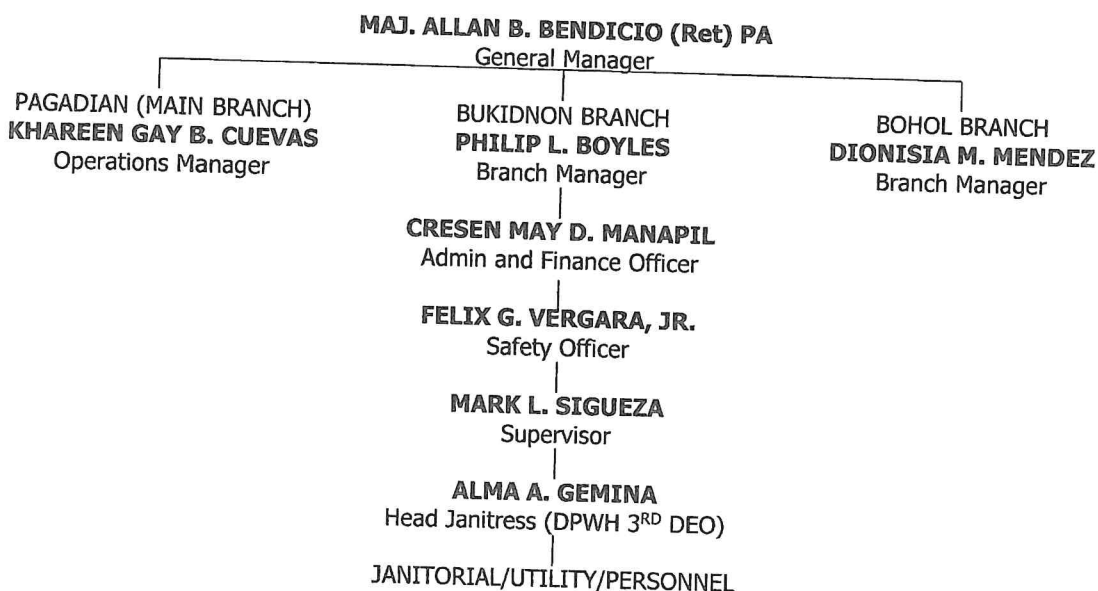
Dependable Manpower and Janitorial Services is committed to providing quality commercial cleaning service available by exceeding the expectations of our clients, as well as their employees and visitors to their premises or facilities through continuous improvements in Quality, Services, and Productivity. We make noticeable difference to the business we serve, the communities in which we operate, and the staff which we employ.

**CAPABILITIES**

Janitorial Services:

- Office and Restroom Services
- General and Detailed Cleaning
- Housekeeping Services
- Carpet Cleaning
- Lawn and Garden Cleaning

**ORGANIZATIONAL STRUCTURE**



## ANNEX "D"

### LABOR /EQUIPMENT/TOOLS NEEDED

#### A. LABOR

One (1) Gardener  
One (1) Materials Recovery Facilities (MRF)  
Thirteen (13) Housekeepers / Office Cleaners  
Fifteen (15) Labor Services

#### B. TOOLS:

- Safety Harness
- Skull Protector
- Safety Gloves