



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18th Floor Three Cyberpod Centris-North Tower EDSA Quezon City
Tel No. 8877-4013/4006 : Fax 8877-4099 : TIN # 000-844-550

REQUEST FOR QUOTATION

Date: December 23, 2025
Reference No (PR No.): 2025-311

To All Interested Bidders:

This is to request for quotation on the PIDS procurement requirement enumerated hereunder. If you are interested and, in a position, to furnish the same, we shall be glad to have your best price, terms and conditions of delivery, submitted not later than **January 08, 2026, 10:00 AM** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and all bids, declare failure of bidding, or not award the contract under the conditions specified in Section 41 of the 2016 Revised IRR of RA 9184.

The price quotation/s, to be denominated in Philippine peso, **shall include all applicable taxes, duties, and/or levies payable.**

Very truly yours,

CAO, Procurement Management Division

Item	Qty	Unit	Articles/Description	Unit Cost	Total Cost
1	1	Lot	Provision of Janitorial Services Pls see attached Terms of Reference ABC: PhP1,514,000.00		

Requirements:

- **Valid Mayor's/Business Permit**
- **PhilGEPS Registration No.** (if **PhilGEPS Platinum Certificate** is provided, Mayor's/Business Permit is no longer required)
- **Notarized Omnibus Sworn Statement** - Supported by applicable **Notarized Authority of Representative/Signatory**
- **Latest Income/Business Tax Returns**
- **Notarized Certificate of Engagement** in the business for at least 5 years. This is a self-issued certification where a valid permits (i.e. business permit, Mayor's Permit, etc.) may be attached.
- **Clients Satisfactory Certificates** from at least 3 clients for the last three (3) years
- **Company Profile** reflecting bidder's capability to provide qualified janitors who are honest, skilled and well-trained to be assigned to the Institute and are selected following an equal opportunity selection process
- A successfully **completed project/contract with a value of at least 50% of the Approved Budget for the Contract**
- **Notarized Certificate** of no pending labor standard violation case/s issued by the National Labor Relations Commission (NLRC) within the last six (6) months from submission
- **Contractor's physical office** should be within Metro Manila for ease of communication/coordination;
- **Certificate of Compliance** with the provision of the labor laws such as those related to compensation, Social Security System, Philhealth, Pag-IBIG, ECC and Taxes or proof of payment to such for the last six (6) months.

The price and details of the above offer are certified correct:

_____ Name of Firm (<i>Bidder</i>)	_____ Signature over Printed Name of <i>Bidder's</i> <i>Representative</i>
_____ Address	_____ Business Permit No.
_____ Telephone <i>and/or</i> Mobile No.	_____ Tax Identification <i>Number (TIN)</i>
_____ <i>Email Address</i>	_____ PhilGEPS Registration Number

Note: PIDS is evaluating its supplier's performance based on the quality of services rendered or goods delivered, timeliness of delivery, customer/after sales service and overall quality of service.

TERMS OF REFERENCE

PROVISION OF JANITORIAL SERVICES FOR THE PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES (PIDS) UNDER A THREE (3)-YEAR SERVICE AGREEMENT

I. GENERAL PURPOSE

The Contractor shall perform the work required and provide the services necessary for the janitorial and sanitation needs of the PIDS office located at the 18th Floor Three Cyberpod Centris – North Tower EDSA Quezon City. These pertains to all the offices, conference rooms, pantry, lobby, corridors, reception area, the inside and outside partitions, glass panels, doors and windows, furniture and fixtures and office equipment.

II. QUALIFICATION OF THE CONTRACTOR

1. The Contractor should have the necessary experience and expertise in providing janitorial services. For this purpose, the Contractor shall submit the following:

- Notarized Certificate of Engagement in the business for at least 5 years. This is a self-issued certification where a valid permits (i.e. business permit, Mayor's Permit, etc.) may be attached.
- Clients Satisfactory Certificates from at least 3 clients for the last three (3) years;
- Company Profile reflecting bidder's capability to provide qualified janitors who are honest, skilled and well-trained to be assigned to the Institute and are selected following an equal opportunity selection process;
- A successfully completed project/contract with a value of at least 50% of the Approved Budget for the Contract (ABC); and
- Notarized Certificate of no pending labor standard violation case/s issued by the National Labor Relations Commission (NLRC) within the last six (6) months from submission;
- Contractor's physical office should be within Metro Manila for ease of communication/coordination;
- Certificate of Compliance with the provision of the labor laws such as those related to compensation, Social Security System, Philhealth, Pag-IBIG, ECC and Taxes **or proof of payment to such for the last six (6) months.**

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for three (3) janitors for the first year only is ONE MILLION FIVE HUNDRED FOURTEEN THOUSAND PESOS & 00/100 (P1,514,000.00) annually, inclusive of all applicable government taxes and service charges.

All bid prices for the duration of three years shall be fixed and may be adjusted during the contract implementation either due to the issuance of the new wage order or due to the increase or decrease in the number of the manpower requirement of PIDS.

IV. DURATION

The Service Agreement shall be for a period of three (3) years, governed by an annual awarding of the contract, subject to the satisfactory performance of the Contractor.

V. TASKS AND RESPONSIBILITIES OF THE CONTRACTOR

A. Manpower Complement

The contractor shall provide 3 janitors who shall render janitorial services at the PIDS Office, 18th Floor, Three Cyberpod Centris – North Tower EDSA, Quezon City. PIDS 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 may be increased or decreased depending upon the need of PIDS and at its option (see attachment “A”).

The Contractor shall hire janitors with the following qualifications:

1. At least Elementary School Graduate
2. Not less than eighteen (18) years of age
3. Mentally and physically fit
4. With good moral character

The Contractor shall submit to the Institute the following valid documentary requirements of the personnel to be deployed prior to such deployment:

1. NBI Clearance
2. PNP Clearance
3. Medical/Health Certificate
4. Data on work experience
5. Personal Data Sheet
6. Endorsement of the Contractor

B. General Tasks and Responsibilities

1. Ensure that janitors provide the necessary support service in their respective areas of assignments and perform their tasks diligently.
2. Make available immediately and at all times relievers and/or replacements to ensure continuous and uninterrupted services in case of absences and exercise the necessary supervision over the work of its personnel.
3. Comply with existing applicable labor laws, rules and regulations and warrant the payment of salaries and allowances to its employees within legal rates provided by law.
4. Assume full responsibility for any claim that its janitors or workers may make by reason of their employment, and that, in case of accident, injury or illness incurred in line of duty, PIDS should not in any way be made liable by the Contractor.
5. Provide their janitors with appropriate uniforms including acceptable footwear and ensure that said personnel are neat, well-groomed and in proper attire while in the line of duty and while in the PIDS premises.
6. The service provider is required to submit its own Housekeeping Plan and deliver a program of Implementation in accordance with Attachment “B” of this TOR. Said Housekeeping Plan will be part of the requirements for the post-qualification.
7. Provide, at its own expense, all the necessary supplies and equipment required to perform the work and adhere to the occupational health and safety standards, specifically those listed in Attachment C and D.

C. Specific Task and Responsibilities of the Contractor

1. Supply the necessary labor, cleaning equipment, supplies and materials and supervision for the daily upkeep and maintenance of the Institute's office premises.
2. Perform the following janitorial services:

Daily Maintenance

- a. Report to each respective assigned area, sweep the floor and pick-up with dust pan all items scattered around.
- 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, steel and wooden cabinets, telephone instruments.
- e. Wipe with damp cloth window sills, window panes/glass, mirrors, roll-up blinds, aluminum steel frames and doors.
- e. Remove stain marks or dirt on walls, doors and building posts with chemical removers or with cloth soaked in liquid detergent or cleanser. Finish cleaning with damp cloth or rag.
- f. Wash with water the whole area of the comfort room, then sweep water and drain.
- g. Drain or remove water inside toilet bowl before pouring cleanser or toilet cleanser. Let it stay for a while sprinkling cleanser on walls and floor tiles, water closet tank, lavatory or 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.
- h. Dry and clean mop/cloth. Clean mirror with damp newspaper cloth and finish cleaning with dry cloth. Spray comfort room with freshener.
- i. Attend to the needs of the Institute during meetings, seminar, fora as required.
- j. Haul and dispose garbage.

Weekly Maintenance - General Cleaning of all areas, which includes the following:

- a. Scrub and strip off sticking dirt, gums and other similar substances, particularly those inner areas and corners.
- b. High Cleaning by sweeping cobwebs off the ceiling and wiping of light fixtures/diffusers and upper walls.
- c. Thorough cleaning of all comfort rooms, particularly the toilet bowls, lavatories and men's urinals. Apply disinfectant and deodorize all area.
- d. Thorough cleaning of office furniture and fixtures and other office equipment.
- e. Wash clean and polish all aluminium stainless steel, brass, bronze ornaments, signboard/letters.
- f. Spot shampooing/scrubbing of chairs.

Monthly Maintenance

- a. General cleaning of refrigerators;
- b. Vacuuming of chairs.

Quarterly Maintenance

- a. Floor polishing;
- b. Floor scrubbing/waxing;
- c. Vacuuming of curtains inside the Conference Hall.

Miscellaneous Services – The following shall be performed whenever necessary:

- a. Hauling/moving of office furniture and equipment and carrying heavy load boxes.
- b. Serving snacks/refreshments during meetings, seminars and conferences.
- c. Make available at all times relievers and/or replacements, to ensure continuous and uninterrupted services in case of absences and should exercise the necessary supervision over the work of its personnel.
- d. Render services as may be required/requested during special occasions and affairs celebrated by PIDS and other emergencies.
- e. Provide sufficient number of drums, disposable plastic bags and four-wheel box push truck for bagged paper and for collecting loose paper for proper disposal.

VI. PAYMENT SCHEME


Payment by PIDS to the Contractor shall be on a monthly basis upon submission of copies of official receipts of payments made related to labor laws such as those related to compensation, taxes, and contributions to Social Security System, PhilHealth, Pag-IBIG, ECC, and BIR.

VII. RESPONSIBILITIES OF PIDS

- 1. Monitor the Implementation of the Janitorial Services in accordance with the specifications and conditions of the contract.
- 2. Recommend appropriate measures and improvements in the provision of Janitorial Services by the Service Provider based on the feedback received.
- 3. Pay for the services rendered by the Contractor.

Prepared by:

Reviewed/Approved by:


 NOVI D. SANCEDO
 Administrative Officer V


 MA. DANA E. PATUAR
 Officer-in-Charge
 Administrative and Finance Department

Attachment "A"

JANITORIAL REQUIREMENT AND WORK SCHEDULES

Assigned Area	No. of janitors	Work Schedule
West Area including Male C.R. and Conference Room and Meeting Room and Pantry	2	48 hours a week – Monday to Thursday (12 hrs/day).
East Area including Female C.R and PWD C.R.	1	48 hours a week Monday to Thursday (12 hrs/day).

Note:

The work schedule is on a compressed workweek and is subject to change based on PIDS' needs and requirements. They may be required to render overtime services as the need arises (Friday/Saturday/Sunday), subject to the payment of overtime pay by PIDS.

Detailed Program of Implementation of the Janitorial Services

Job Description & Specific Task	Equipment	
Shampooing and cleaning of sofa/partition walls with wet and dry vacuum - Shampooing and vacuuming	Vacuum Sofa foam cleaner	As need arises
Extermination of flying and crawling insects - Spray all areas	Insecticides, bait, Mask	Weekly
Cleaning of All areas - Sweeping/mopping the floors	Hair Sweep, Mops, Dust pan, Scraper	Daily
Paper and Trash Collection - All work stations	Trash bags	Daily
Floor Polishing - Use the machine to apply cleaning agent and floor polish.	Floor Polisher, 2 compartment mop tank and winger, dust pan and brush, Three Mops, rags and Steel wool, cleaning agent, hair sweep, hand squeeze.	Quarterly
Floor Scrubbing/Waxing	Floor Scrubbing machine, 2 compartment mop tank and winger, dust pan and brush, Three Mops, rags and Steel wool, cleaning agent, hair sweep, hand squeeze.	Quarterly
Toilets Cleaning and servicing - Empty waste, containers, fill soap dispenser, tissue holder	Mopping unit, Mop, hair sweep, toilet brush, scrub brush, gum scraper, cloth, toilet supplies, masks, cleaning agents, Polish, 12oz buckets	Daily

Attachment “C”

List of Minimum Tools and Equipment Requirements to be Provided Annually

Description	Annual Requirement
Floor polisher (heavy duty)	1
Wet and Dry vacuum cleaner	3
Mop Squeezer with bucket	3
Glass squeegee	3
Wet Floor Sign	5
Aluminum ladder (A-type folding)	1 pc 6 feet
Scraper (spatula)	3
Big Trash Can with cover	2

Minimum Supplies and Materials Requirement

	Supplies/Materials	Qty	Frequency of Requirement
<i>A.</i>	<i>Floor Finishes</i>		
1.	Floor Coating (preferably high solid wax)	5 gallons	Monthly
<i>B.</i>	<i>Surface Cleaner</i>		
1.	Wax Stripper	1 gallon	As needed
2.	Furniture Polish	5 Cans	Monthly
<i>C.</i>	<i>Hygienic Products</i>		
1.	Powder Soap	5 kgs	Monthly
2.	Air freshener/Toilet Freshener (spray 320g)	6 cans	Monthly
3.	Disinfectant liquid - Downy and Diswashing Liquid (all purpose)	3 gallons	Monthly
4.	Alcohol 70% Ethyl	5 gallons	Monthly
5.	Soft Tissue paper (JUMBO roll)	70 rolls	Monthly
6.	Insecticide	24 cans	Monthly
7.	Steel wool	3 reams	Quarterly
8.	Ashley Liquid Hand Soap	15 bottles	Monthly
9.	Paper Towel	80 pcks	Monthly
10.	Lysol Disinfectant Spray	25 cans	Monthly
<i>D.</i>	<i>Consumable</i>		
1.	Mop head (Cotton #40, 16”)	3 pcs	Monthly
2.	Polishing Pads 16”	1 pc	Quarterly
3.	Soft broom (walis tambo, first class)	3 pcs	Monthly
4.	Stick broom (walis ting ting , minimum 250 sticks)	3 pcs	Quarterly
5.	Rags (microfiber)	3 dozen	Monthly
6.	Metal Polish	1 can	Quarterly
7.	Stripping pad, 16”	1pc	Quarterly
8.	Trash bags, large Transparent	1000 pcs	Monthly
9.	Sando bag (size to fit trash bins) white	1000 pcs	Monthly
10.	Trash bags, small (transparent)	1000 pcs	Monthly
11.	Microwave cleaner	3 pcs	Monthly
12.	Sofa foam cleaner	6 pcs	Quarterly
<i>E.</i>	<i>Non-Consumable</i>		
1.	Hand brush	2pcs	Quarterly or as need arises
2.	Push brush	1pc	Quarterly or as need arises
3.	Pail (4 gallons)	2pcs	As need arises
4.	Dust pan	3pcs	As need arises
5.	Bowl brush	3pcs	As need arises

Note: Supplies can be changed based on the Institute’s requirements