Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	12722240
Procuring Entity	NATIONAL WAGES AND PRODUCTIVITY COMMISSION
Title	Janitorial Services for the Period of February to December 2026
Area of Delivery	Metro Manila

Solicitation Number:	SVP-2026-01-003
Trade Agreement:	Implementing Rules and Regulations
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)
Classification:	Goods
Category:	Janitorial Services
Approved Budget for the Contract:	PHP 1,124,000.00
Delivery Period:	11 Month/s
Client Agency:	
Contact Person:	John Paulo Samonte Francisco Procurement Unit Head 11th Floor Trium Square, 2183 Senator Gil Puyat Avenue, Pasay City Metro Manila Philippines 1300 63-2-85275171 63-2-5275522 bac@produktiboatsahod.onmicrosoft.com

Status	**Active**
Associated Components	2
Bid Supplements	0
Document Request List	0
Date Published	13/01/2026
Last Updated / Time	13/01/2026 00:00 AM
Closing Date / Time	16/01/2026 10:00 AM

Description

Coverage:
01 February to 31 December 2026

Requirements:
Must provide three (3) janitors per month including a supervisor (under compressed work week arrangement): 10-hour shift every Monday to Thursday and 8-hour shift every Friday; 48 hours per week
Total cost includes payment of wages and other monetary benefits stated in labor standards and Value Added Tax (VAT).
All janitors to be deployed must be in uniform with safety shoes and fully vaccinated ie. flu, covid
Certificate of Registration under Department Order No. 174, issued by the DOLE Regional Office (NCR)

Additional set of technical parameters
Must have at least five (5) years of experience in providing janitorial services to other government office.
Contractor's liquidity: must have at least 1,124,000.00 (current assets minus current liabilities) based on Balance Sheet as of December 2024)
Must provide the following:
1 List of officers and organizational structure
2 Housekeeping plan for NWPC

3 Proof of registration to the Annual Establishment Report on Wages (AERW)
4 Notice of Result of Inspection issued by the Department of Labor and Employment (DOLE) Inspector / Certificate of No Pending Case
Must provide the following resources:
MONTHLY
Air Freshener Glade 280ml - 4 cans
Air Freshener Liquid - 2 gallons
Baygon Insect Spray 280ml - 8 cans
Cleanser - 2 kilos
Deodorant Cake - 10 pieces
Garbage Bag: Small - 50 pcs and Large - 50 pcs.
Mop Heads - 3 pieces
Powder Soap - 4 kilos
Cleaning Absorbent Drying Cloths - 6 pieces
Hand Soap - 1 gallon
Liquid Soap - 1 gallon
Dishwashing Soap - 1 gallon
Scotch Brite - 6 pieces
Jumbo Tissue Paper Roll - 30 rolls
Zonrox - 1 gallon

SEMI-ANNUAL
Bowl Brush - 3 pieces
Doormat - 8 pieces
Dustpan - 3 pieces
Mop Handle - 3 pieces
Polishing Pad - 3 pieces
Spray Gun - 3 pieces
Soft bristles broom - 3 pieces

ANNUAL
Pail and Water Dipper - 4 pieces
Indoor plants in ceramic pots - 15 pieces Live indoor ornamental plants displays in decorative ceramic vases for lobby areas and Director's rooms
High-Reach Duster kit with Extension Pole - 1 piece

EQUIPMENT
Glass Squeegee - 3 pieces
Spatula - 3 pieces
Step Ladder - 1 unit
Vacuum Cleaner, Wet & Dry - 1 unit
Heavy Mop Squeezer Bucket - 1 piece

Note: Award Criterion is LCB/SCB.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Janitorial Services	Janitorial Services for the Period of February to December 2026	1	Lot	1,124,000.00

Other Information
> Attach any proof of documents as compliance to the required specifications.
> Submit/attach complete valid procurement documents (preferably in Portable Document Format/PDF) upon submission of quotation as required:
1.) Updated Mayor's Permit;
2.) PhilGEPS Registration Number;
3.) Latest Income/Business Tax Return; and
4.) Notarized Omnibus Sworn Statement (for Corporation submit Notarized Secretary's Certificate and for SoleProprietorship submit notarized Special Power of Attorney)
NOTE: FULL PAYMENT SHALL BE THRU BANK TRANSACTION, PREFERABLY WITH LANDBANK ACCOUNT, OTHERWISEBANK CHARGE SHALL BE FOR THE ACCOUNT OF THE WINNING BIDDER."
Note: Quotation must be inclusive of VAT, delivery cost and other charges.

Created by	John Paulo Samonte Francisco
Date Created	12/01/2026

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