



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12714395
Procuring Entity NATIONAL WAGES AND PRODUCTIVITY COMMISSION
Title PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD OF 01 FEBRUARY TO 31 DECEMBER 2026
Area of Delivery Metro Manila

Solicitation Number:	SVP- 2026-01-001	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Janitorial Services	Date Published	07/01/2026
Approved Budget for the Contract:	PHP 960,000.00	Last Updated / Time	07/01/2026 00:00 AM
Delivery Period:	11 Month/s	Closing Date / Time	12/01/2026 10:00 AM
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		

Description

Janitorial Services for the Period of February to December 2026

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 960,000.00 (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 LCRB/SCRB

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Janitorial Services	PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD OF 01 FEBRUARY TO 31 DECEMBER 2026	1	Lot	960,000.00

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 Sole Proprietorship submit notarized Special Power of Attorney)

NOTE: FULL PAYMENT SHALL BE THRU BANK TRANSACTION, PREFERABLY WITH LANDBANK ACCOUNT, OTHERWISE BANK 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 06/01/2026

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