



# PANGASINAN I ELECTRIC COOPERATIVE (PANELCO I)

San Jose, Bani, Pangasinan

CWDO No. 63928-502-7969 Telefax No. 6375-551-5564

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SB-ITB-2022-005

## BIDS AND AWARDS COMMITTEE INVITATION TO SEALED BID

The Pangasinan I Electric Cooperative (PANELCO I) thru its constituted Bids and Awards Committee invites interested dealers, contractors and suppliers to participate in the bidding for the following:

Particulars	Approved Budget Cost (Inclusive of all Taxes)	Source of Funding	Price of Bid Documents (Non- Refundable)
Janitorial Services for PANELCO I	Php. 862,611.84	General Fund	Php. 0

### 1. Schedule of bidding activities are as follows:

Activities	Schedule
Posting of invitation to Bid	18 March 2022
Deadline of Submission	24 March 2022 12NN
Opening of Bids	24 March 2022 2:00 PM
Evaluation of Bid	25-26 March 2022
Approval of Resolution/Issuance of Award	25-26 March 2022
Contract Preparation and Signing/Notice of Award	05 April 2022
Notice to Proceed	11 April 2022
Contract Coverage	01 June 2022 to 31 May 2023

### 2. ELIGIBILITY CHECKLIST REQUIREMENTS

- a. Company Profile
- b. DTI business name registration/SEC registration certificate, whichever is appropriate under the laws of the Philippines;
- c. Valid and current Mayor's permit/Municipal License;
- d. Tax Payer's Identification Number;
- e. BIR Value Added Tax Registration;
- f. Omnibus Sworn Statement
- g. On-going, completed or awarded contract not yet stated within the relevant period specifying the following:
  - Name of Contract
  - Date of Contract
  - Amount of Contract and Value of Outstanding Contracts
  - Date of Delivery and
  - End-user's acceptance if completed
- h. Compliance with Executive Order (EO) #398
  - ✓ Proof of Vat Payments for the past six months
  - ✓ Tax Clearance from the BIR
  - ✓ Certification that the supplier/contractor is not black listed or banned from bidding by the government or any of its agencies and other private corporations or electric cooperative;
- i. Detailed Computation of offered including:
  - Basic Salaries
  - Five (5) days incentive leave
  - Social Security System (SSS) Benefits
  - Philippine Health Insurance Corporation Contributions
  - Other Employees Benefits
- j. Bid Offer

### 3. INSTRUCTIONS

1. Any bid proposal above ABC shall be automatically disqualified
2. Physical presence of the bidders during the opening of bids is not required due to COVID-19 pandemic, however interested bidders may opt to join the conference via zoom
3. Bids must be duly received by the BAC Secretariat through manual/courier submission at the office address indicated below on or before the above deadline
4. Bids can be send via email indicated below with a security password on or before the above deadline and password will be provided at the time of opening of bids.
5. Late bids shall not be accepted.
6. For further information, refer to;
 

Bids and Awards Committee  
Bac Secretariat  
+639561755001/ +639171442164 from 8:00AM to 5:00PM, Weekdays  
Email: [bac.panelcoi@gmail.com](mailto:bac.panelcoi@gmail.com)

**4. Terms of Payment**

- 4.1 PANELCO I shall pay the cost of services rendered by the Service Provider upon receipt of statement of account every 15th and 30th day of the month;
- 4.2 The Cooperative has the right to deduct such amount due to the Service Provider as maybe necessary to cover third party liabilities such as but not limited to communication expenses incurred by the janitorial personnel.

**5. Contract Coverage**

The duration of the contract is one (1) year starting 01 June 2022 until 31 May 2023.

**6. TECHNICAL SPECIFICATIONS/SCOPE OF WORKS**

**SIX (6) JANITORIAL MANPOWER** who will be responsible in:

- a. The regular cleaning, dusting, vacuuming, polishing, waxing, scrubbing, mopping, sweeping, and/or disinfection of:
  - All furniture including tables, chairs, shelves, cabinets and other accessories;
  - Floors, walls, doors and ceiling including the removal of cobwebs and other particles there from;
  - Interior glass surfaces, tables, chairs, windows, and mirrors;
  - Ashtrays, sand urns, waste baskets and the like;
  - Ornamental plants, plant boxes and holders, including the watering of live plants;
  - Drinking fountains, comfort rooms, including sinks, toilet bowls and other fixtures found therein;
  - Pantries, including all equipment and utensils found therein;
  - Interior signs, including the polishing of brass nameplates and signs;
  - Light bulbs, light fixtures, housing and diffuses;
  - Air conditioning vents and grills;
  - Ensure proper garbage/waste disposal;
  - All other areas normally included in the scope of janitorial and housekeeping services;
- b. The maintenance of the orderly arrangement of storage rooms.
- c. The weekly spraying of insecticides.
- d. Act as courier within the Coop compound.
- e. Act as chambermaid /man when required for Coop visitors.
- f. Dishwashing jobs.
- g. Assist when required during official Coop’s occasion/celebration.
- h. Assist in the Building Maintenance on construction or painting jobs as required.
- i. Such other jobs related to janitorial or housekeeping services as may be requested by the client and/or its personnel from time to time.

The following format and specifications will guide you in the preparation of your offer.

Daily Basic Salary	Total No. of Days (1 Year)	Amount to be Paid Directly to Personnel			Amount to be Remitted to the Government				Administrative Cost	Other Charges (if any)	Contract Rate per Month	No. of Personnel	No. of Months	Total Cost/Total Rate
		Basic Salary	13th Month Pay	Service Incentive Leave/others (if any)	SSS	PhilHealth	ECC	Pag-Ibig						
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j) =sum of a to i	(k)4	(l) 12	(m) =j*k*l

**7. PERFORMANCE SECURITY**

**7.1** To guarantee the faithful performance by the winning bidder of its obligations under the contract prepared in accordance with the bidding documents, it shall post a Performance Security upon the signing of the contract. The Performance Security may be in any of the following forms:

**7.1.1 5 % of the Contract Price** – Cash, Cashier’s Check, Manager’s Check, Bank Draft, Irrevocable Letter of Credit

**7.1.2 10 % of the Contract Price** – Bank Guarantee from Universal and/or Commercial Bank.

**7.2.** The Performance Security shall be posted in favor of PANELCO I and shall be forfeited in favor of PANELCO I in the event it is established that the winning bidder is in default in any of its obligations under the contract.

**7.3.** The performance Security, which would be callable on demand shall be denominated in the currency of the Contract or in freely convertible currency acceptable to PANELCO I, and shall be as required under Clause 7.1.1 and 7.1.2.

**7.4.** The Performance Security will be discharge by PANELCO I, and returned to the Service Provider not later than thirty (30) days following the date of issuance of Certificate of Completion of the Service Providers' performance obligations, including any warranty obligation, under the contract.

## **8. LIQUIDATED DAMAGES**

**8.1.** Where the Service Provider refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the Service Provider shall pay PANELCO I for liquidated damages, and not by way of penalty an amount to be determined in accordance with the following formula, until the work is completed or taken over by the PANELCO I.

**LD = 1/10 of 1% of the cost of the unperformed portion for every day of delay**

**8.2.** Once the cumulative amount of liquidated damages reaches ten (10%) of the amount of the contract the contract shall be rescinded without prejudice to other courses of action and remedies to be undertaken.

**8.3.** PANELCO I does not have to prove that it has incurred actual damages to be entitled to such liquidated damages. Such amount shall be deducted from any money due or which may become due to the Service Provider under the contract and/or collect such liquidated damages from securities posted by the Service Provider whichever is convenient to the PANELCO I.

## **9. SUSPENSION OF WORK**

**9.1.** PANELCO I shall have the authority to suspend the work wholly or partly by written order for such period deemed necessary, due to force majeure or any fortuitous events or for failure on the part of the Service Provider to correct bad conditions which are unsafe for workers and for the general public to carry out valid orders given by PANELCO I to perform any provisions of the contract or due to adjustment of plans to suit conditions as found necessary. The Service Provider shall immediately comply with such order to suspend the work wholly or partly.

PANELCO I reserves the right to reject any and all bids, to waive any formality or technicality therein, to accept the bid that is deemed most advantageous and to annul the bidding process without incurring any liability to any bidder or party. Finally, PANELCO I assume no obligation to compensate any bidder or party for any loss or expense incurred in the preparation of the bid or participation in the bidding process.

**(SGD) NORGEL O. CALIXTRO**  
**BAC Chairperson**