



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)




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**NOMAN MAUI G. EBORA**  
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## BID BULLETIN NO. 1 December 6, 2022

**PROJECT: EARLY PROCUREMENT OF JANITORIAL SERVICES FOR CY 2023 WITH TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC) IN THE AMOUNT OF NINE MILLION EIGHT HUNDRED TWENTY-SEVEN THOUSAND EIGHT HUNDRED EIGHTY-NINE PESOS AND TWENTY-FIVE CENTAVOS (PHP9,827,889.25) – ITB NO. 2023-02.**

**Please be advised of the following modification/amendments to the Bidding Documents.**

### 1. Section VII. Technical Specification shall now read as follows:

Item	SPECIFICATION	Statement of Compliance Statements of "Comply" or "Not Comply"
1.	The Janitorial Service requirement of the Professional Regulation Commission (PRC) shall be for the purpose of maintaining the cleanliness and sanitation of the following PRC Offices: A. PRC Main Building; B. PRC Annex Building; C. PRC- Philippine International Convention Center; D. PRC-Sunnymede – Storage Space/Area	
2.	The undertaking shall consist of the provision of personnel, supplies and materials, and equipment for a period of one (1) year.	
3.	The Service Provider shall provide PRC with trained and qualified personnel complement of one (1) Supervisor and twenty nine (29) Janitors to be deployed in the Central Office, PRC-PICC Offices, and PRC-Sunnymede.	
4.	In the event the winning bidder is different from the incumbent service provider, the winning bidder shall absorb at least six (6) Janitors from the existing Service Provider, if requested by PRC Central.	
5.	The Service Provider shall provide the PRC with a complete list of its personnel that will be detailed to work with PRC. The Service Provider shall not assign nor allow janitorial personnel who are not acceptable to PRC, to work within its premises. The Service Provider shall give a written notice to the Chief of the General Services Division, whenever any of the janitorial personnel are to be removed or replaced.	
6.	<b>The Service Provider shall provide relievers/replacements in case of absences of any assigned janitorial personnel to ensure continuous and uninterrupted service.</b>	
7.	The PRC reserves the right to request for an increase in the number of janitorial personnel assigned to the PRC or to request for their reassignment if the exigency of work so requires. PRC may also request for decrease in number of janitorial personnel in case of non-availability of funds.	





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	<ul style="list-style-type: none"> <li>➤ Wet Mopping Daily</li> <li>➤ Polishing Daily</li> <li>➤ Spray Buffing Weekly</li> <li>➤ Stripping Finish Weekly</li> <li>➤ Deodorizing and Sanitizing As needed</li> <li>➤ Damp Cloth Cleaning of Mirrors and Countertops Daily</li> <li>Toilets Bowls and Urinals</li> <li>➤ Cleaning, Deodorizing and Sanitizing Daily</li> <li>e) Furniture and Fixtures Cleaning             <ul style="list-style-type: none"> <li>➤ Dusting – tables, windowsills, wall table décor, trophies, blinds, and canvass Daily</li> <li>➤ Vacuuming – sofa and chairs</li> </ul> </li> <li>f) Others:             <ul style="list-style-type: none"> <li>➤ Doorknobs</li> <li>➤ Glass Windows</li> <li>➤ Handrails</li> </ul> </li> <li>17.2) Garbage Disposal (including segregation) pursuant to RA 9003 otherwise known as “Ecological Solid Waste Management Act of 2000” Daily</li> <li>17.3) Generalized/Specialized Cleaning             <ul style="list-style-type: none"> <li>a) Carpet Cleaning and Shampooing Monthly/Quarterly</li> <li>b) Wall Washing and Window Monthly/Quarterly</li> </ul> </li> </ul>	
<p>18.</p>	<p>Other related task as may be deemed necessary to be rendered by janitorial personnel shall be:</p> <ul style="list-style-type: none"> <li>a. Provide assistance in the cleaning on weekly basis of fans &amp; air-condition unit filters;</li> <li>b. Fetching water and filling of containers in the comfort rooms when water is not available;</li> <li>c. Assists in the carrying and moving of furniture and fixtures;</li> <li>d. Upkeep of office potted plants and garden;</li> <li>e. Washing and cleaning of PRC service vehicles, as required;</li> </ul>	
<p>19.</p>	<p>The monthly routine service to be rendered by the janitorial personnel shall include:</p> <ul style="list-style-type: none"> <li>a. Dusting and removing of cobwebs from ceiling;</li> <li>b. To provide assistance in the general cleaning of air conditioning units;</li> <li>c. General polishing of outer surface of window glasses;</li> <li>d. General cleaning of draperies, blinds and window screens;</li> <li>e. Cleaning of gutters, awnings and the immediate surroundings of the buildings;</li> <li>f. Cleaning of ornamental plants and polishing of metal signs and fixtures;</li> <li>g. Application of insecticide for flying and crawling insects</li> <li>h. Thorough and general cleaning of all areas including stockrooms and vaults of all offices;</li> <li>i. Thorough cleaning of gutters and ledges;</li> <li>j. Replanting and replacement of potted plants; and</li> <li>k. <b>Other related tasks as may be required by PRC.</b></li> </ul>	
<p>20.</p>	<p>Miscellaneous services to be rendered by janitorial personnel that may be assigned by the Service Provider shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>a. Miscellaneous work such as carrying, transporting or moving of furniture, equipment, supplies and records</li> </ul>	



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	<p>within PRC offices and offsite warehouse as may be assigned from time to time; and</p> <p>b. Submission of regular reports to the Chief of the General Services Division any damages noted in the area such as busted pipes and plumbing fixtures, electrical installations, broken furniture and fixtures which immediately needed repairs and also to include noted deficiencies in the area which needed to be replaced or acted upon.</p>	
21.	<p>Limitations – the Service Provider shall not serve, clean, move or dust office business machines, personal computers, office equipment of similar nature and normally stationary equipment such as floor-mounted bookshelves desks, credenzas and floor-mounted filling cabinets. The Service Provider shall clean around this equipment, not the inside. Janitorial personnel shall not disturb papers on desks, open desks drawers or cabinets nor shall use physical fitness equipment, office telephone or office equipment in any areas being cleaned</p>	
22.	<p><b>Term of Contract</b></p> <p>The contract shall be for a period of one (1) year from date of Notice to Proceed and/or Award of Contract in accordance with the provision of RA 9184 and the Revised IRR;  <b>JANUARY 2023 – DECEMBER 2023 = P9,827,889.25</b></p>	
	<b>SCHEDULE OF DELIVERY OF SUPPLIES AND MATERIALS</b>	
1	<p><b>A. TO BE PROVIDED PER MONTH:</b>          (see Table A of "Annex A" for the Schedule of Distribution)</p> <p><b>B. TO BE PROVIDED ON A QUARTERLY BASIS:</b>          (see Table B of "Annex A" for the Schedule of Distribution)</p>	
	<b>QUALIFICATIONS OF SUPERVISOR AND JANITORIAL PERSONNEL</b>	
1	<p>The supervisor and janitorial personnel to be assigned by the Winning Bidder must possess the following qualifications:</p> <ol style="list-style-type: none"> <li>1. Filipino citizen;</li> <li>2. Of good moral character, with NBI Clearance and without previous record of any conviction of a criminal offense involving moral turpitude;</li> <li>3. At least a high school graduate with Certification under oath that janitors are properly trained on janitorial services;</li> <li>4. Not less than 18 years old but not more than 35 years old; and</li> <li>5. Physically and mentally fit.</li> </ol>	
2	<p>Janitorial personnel and/or relievers shall submit their resume and other pertinent documents for employment to the Chief of General Services Division before deployment. In addition, they shall submit the following:</p> <ol style="list-style-type: none"> <li>1. Medical certificate</li> <li>2. NBI clearance</li> <li>3. Police clearance</li> </ol>	
3	<p>The janitorial personnel shall be provided by the Service Provider with <u>clean uniform with identification card</u> and shall be worn at all times while on duty.</p>	



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4	The janitorial personnel shall render satisfactory services from Monday through Friday or as may be required by PRC in the interest of the service.	
<b>SUPERVISION AND ADMINISTRATION</b>		
1	The Service Provider together with its employees agree to abide with the performance and janitorial requirements of PRC in general and in the office where they assigned at all times and comply promptly with directives, instructions and existing policies, programs, rules and regulations of PRC.	
2	Janitorial personnel assigned to restricted offices/areas where highly accountable assets and security documents are kept, shall be oriented on information security policies and rules, and shall perform their duties under close supervision of PRC officials concerned.	
3	The Service Provider shall execute a Certification under oath that the janitorial personnel are screened and declared physically and mentally fit before they are allowed to report to their assigned post.	
4	Janitorial personnel found to be under the influence of alcohol and/or prohibited drugs shall be immediately relieved from his post. No janitorial personnel shall smoke inside the premises of PRC and/or while on duty. The Service Provider shall immediately replace the erring janitorial personnel otherwise, PRC shall deduct the cost of maintaining the post.	
5	The Chiefs of Offices/Divisions concerned shall immediately report to the Chief of the General Services Division compliance on the physical condition of the janitors assigned, with emphasis on checking whether he/she is under the influence of liquor, other intoxicating substance or prohibited drugs.	
6	The Service Provider shall provide adequate and responsible supervision over its personnel and assume full responsibility for the proper and efficient performance of their duties. The Service Provider shall designate a Supervisor who shall be responsible for the overall management and coordination of work to be performed as per contract provisions and shall act as the central point of contact with PRC. The Supervisor shall have the full authority to act for and in behalf of the Service Provider while on duty.	
7	PRC reserves the right to increase and/or decrease the number of janitorial personnel, including the right to increase/decrease <u>or change the materials and supplies requirements as the necessity for the same arises.</u> The Service Provider shall correspondingly comply within twenty-four (24) hours upon receipt of a written notice.	
8	Before the expiration, the Contract may be extended upon agreement of both parties on a month-to-month basis but not to <i>exceed six (6) months</i> , due to the exigency of the service, or should there be a delay in the selection and awarding of a replacement of Service Provider in accordance with RA 9184 and its Implementing Rules and Regulations.	



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PAYMENT		
1	Payment for services rendered in accordance with the contract shall be made by the PRC directly to the Service Provider on a monthly basis.	
3	<p>Payment for services to the janitorial personnel shall be the amount appearing in the payroll of the Service Provider and shall be made at the Accounting Division's Office, during regular office hours.</p> <p>No amount shall be deducted from the salary of the janitorial personnel as payment/share for the equipment/supplies.</p> <p><b>Violation of this agreement shall be a ground for termination of contract and/or blacklisting.</b></p>	
4	<p>Claims for payments by the Service Provider shall be supported by the following documents:</p> <ol style="list-style-type: none"> <li>Service Invoice;</li> <li>Statement of Account;</li> <li>Certification of completed delivery of janitorial services;</li> <li>Certification that the Service Provider complied with the applicable laws and labor standard;</li> <li>Notarized Sworn Statement of the representative to transact in behalf of the company, Special Power of Attorney or Secretary's Certificate;</li> <li>Summary report of attendance approved by the Chief of the General Services Division;</li> <li>Duly accomplished Payroll;</li> <li>Certification from the Chief of the General Services Division that all supplies due for the period were delivered and within specification;</li> <li>Daily Time Schedule;</li> <li>Accomplishment Report for Overtime;</li> <li>Approved Office Order for Overtime/Permission to stay;</li> <li>Daily Time Records; and</li> <li>Janitors Log Sheet.</li> </ol> <p>In addition, the Service Provider shall furnish/issue:</p> <ol style="list-style-type: none"> <li>Monthly certification or provide proof that the janitors who have rendered services in PRC were paid in accordance with the provisions of the Minimum Wage Law, the New Labor Code and other pertinent laws and decrees.</li> </ol> <p>On the certification issued, the individual janitorial personnel's signature should be obtained proving that their salaries have been received by them before PRC releases subsequent payments; and</p> <ol style="list-style-type: none"> <li>Certified true copy of the monthly proof of payment/remittances from PAG-IBIG, SSS, PHILHEALTH, and other applicable deductions to the PRC-General Services Division every 15<sup>th</sup> day of the following month.</li> </ol>	
5	All taxes payable to the government shall be borne by the Service Provider.	
6	In case of increase of wage rate due to enactment of new laws, the Service Provider may seek adjustment in writing, subject to the approval of the Commission.	
7	The Service Provider's Performance Bond shall be liable for any damages or losses that may arise directly or indirectly,	



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	attributable to the negligence or misbehavior or direct participation of the janitors assigned by the Service Provider. In case the bond is not sufficient to cover such losses or damages, the Service Provider shall pay the balance directly to the PRC.	
8	The Service Provider shall assume full responsibility on any claim for any compensation on injuries from accidents of the janitorial personnel assigned to PRC in connection with the performance of their duties and shall free PRC for any legal suit in connection therewith, there being no employer-employee relationships between PRC and the janitorial personnel.	
9	If the Service Provider continues the services after the expiration of the Contract, said extension of services shall be understood as running from month to month only, under the same terms and conditions herein stipulated and maybe terminated by either party by means of a written notice served upon the other party at least one (1) month in advance prior to the date of such termination.	
10	The foregoing Terms and Conditions shall form part of the contract. Any violations of the bidding, and the contract, shall be sufficient grounds for the cancellation of the contract and/or blacklisting.	
11	PRC reserves the right to terminate the contract after thirty (30) calendar days written notice to the Service Provider after due verification of facts that the Service Provider is not providing satisfactory services or not complying with the terms and conditions of the contract.	
12	Attached as "Annex B" is the Janitorial Personnel per Month.	
13	Attached as "Annex C" is the Area of Assignment and Number of Janitorial Personnel.	

ADDITIONAL SET OF TECHNICAL PARAMETERS	
1.	<p>Additional Set of Technical Parameters with corresponding weight percentage value:</p> <p><b>1.1. Stability = 25%</b>            15% = (a) Years of Experience: at least five (5) years in Janitorial business.            5% = (b) Liquidity of the contractor: NFCC            5% = (c) Organizational Set-up: with good and efficient office set-up, personnel, office tools and equipment. Bidder shall submit a company profile including an organizational chart.</p> <p><b>1.2. Resources = 25%</b>            15% = (a) Number and kind of Equipment and Supplies; with minimum number and kind of equipment and supplies specified under Section VI. Schedule of Requirements.            5% = (c) Number of Janitors: at least <u>31 Janitors</u>            5% = (d) No. of Supervisors: at least <u>1 Supervisor</u></p> <p><b>1.3. Housekeeping Plan = 25%</b>            Must be tailored to the service requirements of the PRC. The Housekeeping Plan must state/enumerate the specific methodology to be executed by the Contractor and will be submitted during the Opening of Bids.</p> <p><b>1.4. Other Factors = 25%</b>            15% = (a) Recruitment and Selection Criteria</p>



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	10% = (b) Completeness of Uniforms and Other Paraphernalia
2.	<b>Bidders shall submit a list of its previous clients from January 2011 up to December 2020 using the attached herewith BAC official form. (ANNEX D)</b>

1. Compliance with the statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
2. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.
3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 4.

**ANNEX A**

**SCHEDULE OF DISTRIBUTION OF SUPPLIES**

**Table A. To be provided per Month**

SUPPLIES	UOM	QUANTITY	Unit Cost	Total Cost
Solvent Red wax	gallons	8		
Garbage plastic bags (size: XL)	pieces	1200		
Disinfectant liquid – CR	gallons	15		
Toilet bowl cleaner	gallons	12		
Deodorant cake	pieces	60		
Liquid Anti-Bac 500 ml-CR (branded)	bottles	15		
Working gloves	pairs	40		
Mop head (nylon)	pieces	40		
Franella	yards	15		
Round Rugs	kilos	5		
Wax Stripper	gallon	1		
Complete Wax	gallons	8		
Powder Soap	kilos	15		
Bleaching Solution (branded)	gallons	25		
Insecticide (branded), at least 600 ml	canisters	15		
Furniture Polish/Cleaner (branded), at least 330ml	canisters	15		
Air Freshener (branded), at least 280ml	canisters	15		





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**HENRIETTA P. MARVAEZ**  
 Member

*[Signature]*  
**WILMA T. UNANA**  
 Member

**ALTERNATE MEMBERS:**

**JANE R. SEVESES**  
 Vice-Chairperson

*[Signature]*  
**OMAIMAH E. GANDAMRA**  
 Member

*[Signature]*  
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 Member

*[Signature]*  
**TEODORO V. MENDOZA II**  
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 Provisional Member, Non-IT Projects

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 Provisional Member, IT Projects

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 Secretary

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Hand soap (liquid)	gallons	20		
Disinfectant Spray, at least 330ml	canisters	25		
All Wash-Liquid	gallons	20		
Soft broom	pieces	15		
Stick broom	pieces	10		
<b>Sub-total:</b>				

**Table B. To be provided Quarterly**

SUPPLIES	UOM	QUANTITY	Unit Cost	Total Cost
1. Dust pan	pieces	12		
2. Mop handle (stainless)	pieces	40		
3. Toilet brush	pieces	15		
4. Push brush	pieces	5		
5. Ceiling Broom	pieces	2		
6. Toilet pump	pieces	10		
7. Polishing brush w/ Bracket	pieces	4		
8. Polishing pad (Black)	pieces	5		
9. Doormat	pieces	20		
10. Spray Gun	pieces	20		
11. Spatula	pieces	8		
12. Metal Polish	pieces	2		
13. Polishing Pad (Brown)	pieces	15		
<b>Sub-total:</b>				

**A. Monthly Supplies = P \_\_\_\_\_ (per month)**

**B. Quarterly Supplies = P \_\_\_\_\_/3 (from per quarter to per month)**

**Total = P \_\_\_\_\_**

**Divide by the numbers of required janitors:**

**P \_\_\_\_\_/ 29**

**= P \_\_\_\_\_/ per janitor/ month**



# Bids and Awards Committee

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 Professional Regulation Commission  
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 Tel. Fax: 5-310-0037  
 Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



## REGULAR MEMBERS:

**ERWIN M. ENAD**  
 Chairman

**MARIA LIZA M. HERNANDEZ**  
 Vice-Chairperson

**GISELLE G. DURANA**  
 Member

*[Signature]*  
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 Member

ANNEX B

## MONTHLY WAGES OF JANITOR

### Breakdown of Cost per Month

Basis: DAILY WAGE: ₱ \_\_\_\_\_ WORKING DAYS : 262

PARTICULARS	AMOUNT
<b>SCHEDULE 1; AMOUNT PAID DIRECTLY TO JANITORIAL PERSONNEL</b>	
1.1 Average Monthly Rate (₱ _____ x _____ wd/12mos COLA (P _____ x _____ ed/12mos)	
1.2 13 <sup>th</sup> Month Pay (₱ _____/12 mos)	
1.3 Five Days Incentive Pay (₱ _____ x 5 dyas/ 12 mos)	
SUB-TOTAL AMOUNT:	
<b>SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE JANITORIAL PERSONNEL</b>	
2.1 SSS premium (Employer's Share)	
2.2 Philhealth Premium	
2.3 Pag-ibig Premium	
2.4 ECC	
SUB-TOTAL AMOUNT:	
<b>SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT OF SUPPLIES AND MATERIAL PER JANITORIAL PERSONNEL</b>	
3.1 Cost of Labor per month	
3.2 Administrative Overhead (up to 24% but not less than 10% of 3.1) _____%	
3.3 Janitorial supplies	
TOTAL AMOUNT:	
<b>SCHEDULE 4: TAXES PAID TO GOVERNMENT</b>	
4.1 VAT (12% Value Added Tax)	
<b>OVER ALL TOTAL AMOUNT per JANITORIAL PERSONNEL</b>	<b>₱</b>



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Member

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Member

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Member

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Provisional Member, Non-IT Projects

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Provisional Member, IT Projects

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Member

**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

## MONTHLY WAGES OF SUPERVISOR

### Breakdown of Cost per Month

Basis: DAILY WAGE: ₱ \_\_\_\_\_ WORKING DAYS: 262

PARTICULARS	AMOUNT
<b>SCHEDULE 1: AMOUNT PAID DIRECTLY TO SUPERVISOR</b>	
1.1 Average Monthly Rate (₱ _____ x _____ wd/12mos COLA (P _____ x _____ wd/12mos)	
1.2 13 <sup>th</sup> Month Pay (₱ _____/12 mos)	
1.3 Five Days Incentive Pay (₱ _____ x 5 dyas/ 12 mos)	
SUB-TOTAL AMOUNT:	
<b>SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE SUPERVISOR</b>	
2.1 SSS premium (Employer's Share)	
2.2 Philhealth Premium	
2.3 Pag-ibig Premium	
2.4 ECC	
SUB-TOTAL AMOUNT:	
<b>SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT FOR OVERHEAD/ PROFIT</b>	
3.1 Cost of Labor per month	
3.2 Administrative Overhead (up to 24% but not less than 10% of 3.1) _____%	
TOTAL AMOUNT:	
<b>SCHEDULE 4: TAXES PAID TO GOVERNMENT</b>	
4.1 VAT (12% Value Added Tax)	
<b>OVER ALL TOTAL AMOUNT per SUPERVISOR : ₱</b>	

## SUMMARY OF BID COMPUTATIONS

PARTICULARS	(a) No. of personnel	(b) Price per personnel	(c) No. of Months	Total (a*b*c)
Working Supervisor	1	P /mos.	12	
Janitors	29	P /mos.	12	
General Cleaning for Supervisor (twice a month during Saturday)	1	[(mos)/wd=per day] x 2 (days)	12	
General Cleaning for Janitors (twice a month during Saturdays)	11 (2 <sup>nd</sup> Saturday of the month)	[(mos)/wd=per day]	12	
	12 (4 <sup>th</sup> Saturday of the month)	[(mos)/wd=per day]	12	
<b>TOTAL BID PRICE PER YEAR (VAT INCLUSIVE) =</b>				



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ANNEX C

## REGULAR MEMBERS:

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 Chairman

**MARIA LIZA M. HERNANDEZ**  
 Vice-Chairperson

**GISELLE G. DURANA**  
 Member

*[Signature]*  
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 Member

*[Signature]*  
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 Member

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 Vice-Chairperson

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 Member

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 Member

## AREA OF ASSIGNMENT AND NUMBER OF JANITORS

AREA OF ASSIGNMENT	NUMBER OF JANITOR	REQUIRED GENDER
<b>PRC - Main Building</b>		
1. Office of the Chairman, Conference Room	1	Female
2. Office of the Commissioner I, Bridge connecting Main and Annex Building	1	Male
3. Office of the Commissioner II, A R D	1	Female
4. Office of the Assistant Commissioner, 2 <sup>nd</sup> floor public female CR	1	Female
5. Sidewalk of PRC premises, Public Entrance, Main Building Lobby Area	1	Male
6. Professional Registry Division, Ground Floor Male CR	1	Male
7. Cash Division, NCR-Registration Section (W5-W12), NCR-Cash Section (W1-W4)	1	Female
8. Medical Clinic, Ground Floor Female CR	1	Female
9. ICTS, NCR-Legal Section, 2 <sup>nd</sup> Floor Male CR, 2 <sup>nd</sup> Floor Fire Exit	1	Male
10. Rating Division, Examiner's Lounge, TDD, M/F CR within the area	1	Male
11. Comm Sec, PRB Sec, NCR-Regulation Section, PAPRB, Hallway, Stairway, 3 <sup>rd</sup> Floor M/F Cr	1	Male
<b>PRC - Annex Building</b>		
12. Annex Building Lobby Area, ARD-mailing, NCR-Records Section	1	Female
13. Parking Area, Garden Area	1	Male
14. P S D, PSD Hallway	1	Male
15. PMFS, B M D, Accounting Division, Planning Division, 2 <sup>nd</sup> Floor Hallway	1	Female
16. NCR-OD, NCR-FAD, COA, 2 <sup>nd</sup> Floor Hallway, Stairway	1	Male
17. NCR-Application Section, Waiting Area, NCR-Examination, Stairway	1	Female
18. OD-AS, Administrative Service, R S D, M E D	1	Female
19. GSD, HRDD, IAD, 3 <sup>rd</sup> Floor Female CR	1	Male
20. ACD, ARD-Digitization, Shredding Area, 3 <sup>rd</sup> Floor Male CR, Employees M/F CRs, Motorpool	1	Male
21. BAC Office, BAC Conference Room, M/F CRs, Hallway	1	Female
22. Licensure Office/Division, Confidential Printing Room, Hallway	1	Male
23. Bulwagang Nubla, PIMRU, PRC-MiMaRoPa, M/F CRs	1	Male



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Member

**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

### PRC - PICC Office

24. PRC - PICC - OCH	1	Female
25. PRC - PICC - CPDD	1	Male
26. PRC - PICC - Legal Division, Male/ Female C.R.	1	Male
27. PRC - PICC (D-211, D-216, PRB Meeting Rooms D-100)	1	Male
28. PRC - PICC (D301 - IAO-PRB Sec, Male/ Female C.R.)	1	Male

### PRC - Sunnymede

1. Storage Space/Area	1	Male
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## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE EARLY PROCUREMENT OF JANITORIAL SERVICES FOR CY 2023

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE, DESIGNATION AND PRINTED NAME OF COMPANY

Please be guided accordingly.

**ERWIN M. ENAD**  
Commissioner  
BAC Chairman

**NAME OF PROJECT:** EARLY PROCUREMENT OF JANITORIAL SERVICES FOR CY 2023

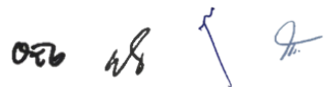
(Insert Lot and Title of Project)

a) Use another sheet if necessary.

**LIST OF PREVIOUS CLIENTS**

COMPANY NAME	PERIOD COVERED	ADDRESS	CONTACT NO.

Submitted by:



\_\_\_\_\_  
 Name of Company/Supplier/Distributor/Manufacturer  
 Name and Signature of Authorized Representative

Date: