



January 15, 2025

## NOTICE OF AWARD

### PRC COURIER AND MAINTENANCE SERVICES

727 Ballesteros St., Cor. Boni Ave.,  
Mandaluyong City  
Tel No/s: 8534-0083 to 84  
Fax No: 8534-0086

Dear Sir/Madam,

Please be advised that as a result of **Public Bidding** conducted by the National Center for Mental Health – Bids and Awards Committee for Contract Services and Consultancy for the **Janitorial Outsourcing Services (NCMH Main and Camarin Extension) CY 2025 (Early Procurement Activity)** and is hereby **awarded** to your company the following:

NO	ITEM CODE	ITEM DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
01	CS-008-2025-PB	<p><b>Public Bidding for Janitorial Outsourcing Services (NCMH Main and Camarin Extension) CY 2025 (Early Procurement Activity)</b></p> <p>I. <b>Title:</b> Procurement of Janitorial Services for the National Center for Mental Health and Camarin Extension</p> <p>II. <b>Total Bid Offer of Thirteen Million Eight Hundred Fifty-Six Thousand Nine Hundred Forty-Two Pesos and 16/100 (Php13,856,942.16).</b></p> <p>III. <b>Contract Duration:</b> The duration for this contract is one (1) year, from January 1, 2025 – December 31, 2025 (261 Working Days for CY 2025)</p> <p>IV. <b>Required Number of Manpower:</b> This contract shall require fifty-four (54) personnels (52 - Cleaning Personnels and 2 - Janitor Working Supervisors)</p>	1	Lot	13,856,942.16	13,856,942.16

**There is no Health without Mental Health**



	PARTICULARS	MODE OF COMPUTATION	8 hours duty – 54 Janitors without Night Differential Pay (NDP)
<b>Schedule 1: Amount paid directly to Janitors</b>			
1.1	Average Pay/Month	P645 x 21.75 days	14,028.75
1.2	Night Differential Pay	Ave. Pay / mo. x 10%	-0-
1.3	13 <sup>th</sup> Month Pay	P645 x 261 days / 12 = 12 mos	1,169.06
1.4	Service incentive leave pay Five (5) Days/year at basic salary rate	P645 x 5 days / 12 mos.	268.75
<b>TOTAL AMOUNT TO JANITORS</b>			<b>15,466.56</b>
<b>Schedule 2: Amount Paid to Government in Favor of Janitors</b>			
2.1	SSS Premium	Employer's Share	1,330.00
2.2	Pag-IBIG Premium	(RA 7742)	200.00
2.3	Philhealth Premium	Employer's Share	350.72
2.4	ECC Premium	Sole Employer	10.00
<b>SUBTOTAL</b>			<b>PHP 1,890.72</b>
<b>TOTAL AMOUNT PAID TO GOVERNMENT and JANITORS</b>			<b>PHP 17,357.28</b>
<b>Schedule 3: Other Costs</b>			
3.1	Admin Overhead and Profit Margin	Agency Fee (10%)	1,735.73
<b>Schedule 4: Taxes Paid to Government</b>			
4.1	Value Added Tax (VAT)	12% of the Gross Contract Amount	2,291.16
<b>A. TOTAL COST / JANITORS / HEAD</b>			<b>21,384.17</b>
			X 54 janitors
<b>SUB-TOTAL</b>			<b>PHP 1,154,745.18</b>
			X 12 months
<b>GRAND TOTAL CONTRACT COST</b>			<b>PHP 13,856,942.16</b>

#### V. SCOPE OF WORK

1. Provide Fifty-Two (52) cleaning personnel and two (2) Janitorial Working Supervisors
  - Weekdays (including Holidays): 40 cleaning personnel
  - Weekends (including Holidays): 14 cleaning personnel
2. Provision of Relievers
3. Schedule of Requirements\* (Documentary Requirements)
4. The fifty-two (52) janitorial personnel may be assigned to any areas within the NCMH Compound and Camarin Extension following the schedule prepared by the Janitorial Service and approved by the Chief of Sanitation Section.
5. The Chief of Sanitation Section shall ensure proper monitoring on the compliance of the posted cleaning personnel. Furthermore, the Chief of Sanitation Section shall be responsible for checking the completeness and satisfactory performance of janitorial routine works as well as reporting and daily coordination of works among the Procuring Entity's end-users.

#### VI. QUALIFICATIONS OF THE JANITORIAL SERVICE PERSONNEL

##### 1. Janitorial Supervisor

- a. The supervisors shall be responsible for overseeing the daily operation, coordination,

supervision and assignment of janitors. It shall monitor, supervise and administer the routine and daily tasks of janitorial services. They shall serve as conduit or intermediary of the Service Provider/Contractor and the Procuring Entity through the Sanitation Section.

- b. The supervisors provided by the Service Provider/Contractor has primary responsibility of supply management, reporting requirements of this contract, and ensuring satisfactory performance of all janitors in all major functional areas required in this contract, which are, housekeeping and support services.
- c. Supervisors to be assigned by the contractor must also possess the following qualifications:
  - 1. At least 40 years old
  - 2. At least College level
  - 3. Must have at least 3 years supervisory janitorial experience in a government or private agency
  - 4. Must have certification on supervisory training

**2. Janitorial Personnel**

- a) Janitors to be assigned by the contractor must possess the following qualifications:
  - 1. Ages 18-40 years old
  - 2. At least a High School graduate
  - 3. With training certificate on health care waste management
  - 4. Vaccination (anti-tetanus and HEPA) on the account of the service provider
- b) Regular janitors and/or relievers shall be screened by the Chief of Sanitation Section. **NO TRAINEES/OJT SHALL TAKE THE PLACE OF REGULAR JANITORS AND/OR SERVE AS RELIEVERS.**

**3. Working Hours**

- a) Janitors shall provide/undertake daily maintenance and sanitation of the hospital premises forty (40) hours a week, Mondays to Sundays including holidays;
- b) Janitors for the grounds and wards shall render services from 7:00AM to 4:00PM;
- c) Janitors can be reassigned and rotated anytime.
- d) Cleaning inside the ward should be with the supervision of Nurse Attendant, **“NO NURSE ATTENDANT, NO CLEANING OF WARDS”** policy.
- e) Cleaning Schedule:

Item	PERFORMANCE REQUIREMENTS	DAILY	WEEKLY	MONTHLY	QTR
1.	Office Spaces:				

	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	X						
	Clean and disinfect tops of garbage cans	X						
	Dust, wipe and polish window ledges and other horizontal surfaces within reach (such as artwork)	X						
	Dust, wipe and polish accessible surfaces of desks, chairs, tables and other office furniture	X						
	Dust and wipe office equipment	X						
	Spot clean marks next to light switches, doors and door frames	X						
	Damp wipe and sanitize telephones	X						
	Maintain office furniture and arrange table and counters in a neat and orderly fashion	X						
	Clear cobwebs		X					
	Brush or vacuum upholstered seating				X			
	Clean windows				X			
2.	Wards, Hallways							
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	X						
	Segregate and dispose wastes properly	X						
	Clean and disinfect tops of garbage cans	X						
	Maintain cleanliness of wards and hallways	X						
	Clean and mop floor with disinfectant cleaners	X						
3.	Restroom Cleaning							
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	X						
	Segregate and dispose wastes properly	X						

	Clean and disinfect tops of garbage cans	X			
	Clean and disinfect all toilet bowls, toilet seats and urinals	X			
	Clean and disinfect counters, wash basins and soap dispensers	X			
	Scrub tiled floors (as needed for public and patient's toilets)	X			
	Clean shower stalls with a disinfectant cleaner (as needed for public and patient's toilets)	X			
4	Outdoors, perimeter area (including parking lot)				
	Sweep all ground areas including leaves	X			
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	X			
	Segregate and dispose wastes properly	X			
	Water all plants	X			
	Trim plants (by area)		X		
	Grass cutting			X	
5	Check and report to the Chief of Sanitation Section the following: Facilities – damage to walls, windows, ceiling and flooring Utilities – damage to lightings, water faucets, fans and aircon systems, defective electrical plugs, sockets, switches, outlets and extension wire.	X			
<p>e.1 The service provider shall ensure available cleaning agents, materials and supplies at all times;</p> <p>e.2 All janitorial supplies, tools and equipment provided by the service provider shall be delivered to Sanitation Storage Room according to schedule of delivery;</p> <p>e.3 Requisition and Issuance of Supplies shall be duly approved by the Chief of Sanitation</p>					

Section in accordance with the existing policy of Materials Management Section.

4. Must present at least three (3) Satisfactorily Rating from Government agencies or private corporations, with whom the Janitorial Service has a past or ongoing contract outside NCMH within the last five (5) years.

**VII. SUPPLIES, TOOLS AND EQUIPMENT REQUIREMENT**

NO.	ITEM	UNIT	Approximate Annual Quantity	
	<b>Equipment to be delivered at the commencement of the contract</b>			
1	Floor polisher	set	3	
2	HOSE with COUPLING	set	10	
3	ITAK/BOLO – large	pc	2	
4	ITAK/BOLO – small	pc	2	
5	Kartilla	pc	2	
6	Hand held grass cutter with fuel	pc	5	
	<b>Supplies to be delivered Monthly</b>		<b>Approximate Annual Quantity</b>	<b>Qty Per Month</b>
1	Powder soap	sack	300	25
2	Bathroom Cleaner	gals.	408	34
3	Chlorox	gals.	300	25
4	Chlorine Granules	canister	100	25
5	All Purpose Cleaner	gals.	600	50
6	Heavy duty scrubbing black	Pc	156	13
7	Insect killer	cans	108	9
	<b>Supplies and Tools to be delivered Quarterly</b>		<b>Approximate Annual Quantity</b>	<b>Qty per Quarter</b>
1	Mop head	pc	560	140
2	Soft broom	pc	24	6
3	Plastic broom; hard bristle (for ward use )	pc	120	30
4	Cotton doormat	pc	252	63
5	Gloves Surgical	Box	80	20
6	Mask (surgical 3 ply) 50pcs/box	Box	280	70
7	Stick broom	pc	300	75

8	Push brush	pc	20	5
9	Steel Push Brush	pc	8	2
10	Finishing pad	pc	12	3
11	Polishing pad	pc	12	3
12	Dipper	pc	60	15
13	Mop handle stainless	pc	152	38
14	Toilet pump	pc	60	15
15	Toilet brush	pc	60	15
16	Pail "Timba"	pc	40	10
17	Trash Bin small with cover	pc	100	25

1. The service provider shall ensure available cleaning agents, materials and supplies at all times;
2. All janitorial supplies, tools and equipment provided by the service provider shall be delivered to Sanitation Storage Room according to schedule of delivery;
3. Requisition and Issuance of Supplies shall be duly approved by the Chief of Sanitation Section in accordance with the existing policy of Materials Management Section.

**VIII. TERMS AND CONDITIONS**

1. NCMH reserves the right to screen and select personnel to be assigned and also have the right to demand immediate replacement of any worker assigned to the premises of NCMH who, in the evaluation of the Procuring Entity is incompetent;
2. The Service Provider and its janitorial staff/personnel shall have no employee-employer with the NCMH;
3. NCMH reserves the right to demand the immediate replacement of any janitorial personnel whose honesty or integrity is questionable, or whose services are prejudicial to the interest of the NCMH;
4. The Service Provider shall not pull out any janitorial personnel without any approval in writing to the Chief of Sanitation Section and/or Chief of the Hospital Operations and Patient Support Service;
5. The Service Provider shall at all times enforce strict discipline and good order among its employees. The number of workers required in the contract may be reasonably increase or decrease in accordance with the needs of the NCMH;
6. The Service Provider shall provide Biometric Machine for all janitorial personnel assigned in NCMH;
7. The Service Provider, at its own expenses shall provide the uniform, and shall always require their employees assigned in NCMH to wear the proper and clean uniform for the purpose of identification. Only the approved

		<p>type and color scheme of uniform shall be adopted including PPE;</p> <ol style="list-style-type: none"> <li>8. The Service Provider agrees to adhere and submits itself, its representative and all its workers to the rules and regulations of the premises of NCMH with regards to sanitation, security and safety;</li> <li>9. The Service Provider agrees to have a monthly meeting with the Chief of Sanitation Section to evaluate the performance of the former in the deliverance of cleaning and sanitation;</li> <li>10. The Service Provider agrees to have annual Physical Examination including vaccination (anti-tetanus and anti-hepatitis) on the account of the Service Provider before the implementation of the contract;</li> <li>11. All Janitors should attend general orientation on Health Care Waste Management and Occupational Safety in Psychiatric Facility before the contract implementation and the screening of fifty-four (54) Janitorial Personnel before deployment to be conducted by Sanitation Section.</li> </ol> <p><b>IX. TERMS OF PAYMENT</b></p> <ol style="list-style-type: none"> <li>1. The monthly payment shall be paid in two (2) equal amounts, every 15<sup>th</sup> and 30<sup>th</sup> day of the month, provided that the bill shall be submitted in due time under the terms and conditions of the contract;</li> <li>2. Delay in the delivery of supplies which is due every last week of the previous month, shall be subject to penalty of One Tenth (1/10) of One percent (1%) of the cost of undelivered supplies of delay;</li> <li>3. Every billing shall be accompanied by an affidavit attesting to the fact that all wages and benefits due to the janitorial staff for the period being billed have been paid to them in accordance with applicable existing labor law;</li> <li>4. The Service Provider is required to present a certified true copy of the signed payroll of its workers assigned to NCMH covering the preceding month before the release of the payment is to be made. It is understood that this measure is to check whether the workers have been paid for individual services rendered and to ensure the workers' morale in the performance of their duties;</li> <li>5. The Service Provider shall be solely liable for any claim that may be made by any worker assigned to NCMH with regards to compliance with the provisions of the minimum wage law, the eight hours labor law, Social Security System, Medicare Act, 13<sup>th</sup> month pay and such other benefits prescribed by law presently existing or which maybe hereafter be granted, and fully relieves the NCMH from any liability</li> </ol>				
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		<p>whatsoever upon the former's failure to comply with its obligations as provided;</p> <p>6. In the event of the issuance of wage orders or mandatory regulations by the government providing for any increase of salaries and other benefits, the service fees shall be adjusted proportionately upon mutual agreement of the parties. In case of disagreement on such adjustment, the contract shall be considered terminated one (1) month after the Service Provider received their Contract Termination Notice from NCMH;</p> <p>7. In the event that NCMH suffer loss(es) on its property covered by the contract, NCMH shall notify the Service Provider in writing within forty-eight (48) hours from discovery of such losses or damages. Furthermore, the Service Provider shall be obliged to make payment / restitution if found to be responsible thereof;</p> <p>8. Unless otherwise specified/arranged, NCMH shall administer and coordinate the proper implementation of the contract through the Chief of Sanitation Section and/or Chief of Hospital Operations and Patient Support Service;</p> <p>9. In the event that the Service Provider failed to provide the required number of personnel as embodied in the Contract, they should automatically authorize the NCMH to make the appropriate deduction from their monthly billing account and to undertake measures to address the subject absence of required personnel. Additionally, this condition shall give the NCMH a ground to terminate the Contract;</p> <p>10. In case of violation by the Service Provider of any provision of the contract or should the Service Provider be guilty of undue delay on the delivery of the provisions under Section VII, upon receipt of the Notice to Proceed in the execution and implementation hereof, or in case proven gross incompetence of the Service Provider, the Procuring Entity shall have the right to extra – judicially terminate the contract; and</p> <p>11. The assigned workers are the exclusive employees of the Service Provider and that there exists no employer-employee relationship whatsoever between them and the Procuring Entity and claims of any nature, financial or otherwise by the assigned workers arising out of and/or connection with their employment by the Service Provider shall be sole responsibility of the latter.</p> <p><b>X. DUTIES AND RESPONSIBILITIES</b>  <b>A. EXECUTION AND PRE-TERMINATION OF THE CONTRACT</b></p>				
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		Center for Mental Health as the Procuring Entity and the Service Provider upon issuance of the Notice of Award (NOA).				
		2. The Contract and this TOR shall warrant its pre-termination. In case of pre- termination, the National Center for Mental Health shall inform the Service Provider within ten (10) calendar days prior to the effectivity of the termination.				
					<b>TOTAL:</b>	<b>Php13,856,942.16</b>

You are hereby required to provide the following within ten (10) calendar days;

- Contract Agreement Form for the **Janitorial Outsourcing Services (NCMH Main and Camarin Extension) CY 2025 (Early Procurement Activity)**; and
- Performance Security in any forms and amount stipulated below:

A. Cashier's Managers Check Bank Guarantee	Five Percent (5%) of the Total Contract Price
B. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Five Percent (5%) of the Total Contract Price
C. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission / GSIS	Thirty Percent (30%) of the Total Contract Price


Failure to provide any of the above shall constitute sufficient ground for cancellation of the Award and forfeiture of the Bid Security.

Truly yours,



**NOEL V. REYES, MD, FPPA, MMHoA**  
Medical Center Chief II

CONFORME:



**JOYCELYN C. WANG**  
Authorized Representative

Date and Time: January 21, 2025