



# National Center for Mental Health

## NOTICE OF AWARD

January 3, 2023

### **PRC COURIER AND MAINTENANCE SERVICES**

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

Sir / Madam:

Please be advised that as a result of **Public Bidding** conducted by National Center for Mental Health for the **Procurement of Janitorial Outsourcing Service CY 2023** and is hereby **awarded** to your company the following:

NO	ITEM CODE	ITEM DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
01	IB No. 2023- 001	<p><b>Procurement of Janitorial Outsourcing Service CY 2023</b></p> <p><b>I. SCOPE OF PROJECT</b> Procurement of Janitorial Outsourcing Service CY 2023</p> <p><b>II. MINIMUM REQUIREMENTS:</b></p> <p>a. Provision of Equipment to be provided (free of charge) based on Terms of Reference.</p> <p>b. Each personnel must comply with all the requirements under item 3.0 of the Terms of Reference.</p> <p><b>III. SCOPE OF SERVICES</b> <b>Right/Duties/Obligations of the Janitorial Service Outsourcing</b></p> <p>1. The prospective bidders shall bid and provide housekeeping/janitorial services for the National Center for Mental Health with office address at Nueve de Pebrero St., Brgy. Mauway, Mandaluyong City.</p> <p>2. In the duration of the Contract, the JANITORIAL AGENCY shall provide the NCMH with thirty-eight (38) diligent personnel, one (1) of which shall be assigned for building /office maintenance, one (1) in public comfort rooms and chapel, thirty-four (34) for grounds maintenance, garden cultivation, garbage collection, one (1) in NCMH-Camarin and</p>	1	Lot	8,494,048.80	8,494,048.80

*There is no Health without Mental Health*



	<p>one (1) supervisor.</p> <p>3. The JANITORIAL AGENCY warrants that each janitor shall possess the following qualifications:</p> <p>3.1 A Filipino Citizen;</p> <p>3.2 Not less than 18 years old;</p> <p>3.3 Must be at least high school graduate and properly trained in Janitorial services;</p> <p>3.4 Valid and current NBI clearance;</p> <p>3.5 Valid and current police clearance;</p> <p>3.6 Valid and current Barangay clearance;</p> <p>3.7 Holder of a Certificate of good moral character from two (2) reputable individuals /institution; and</p> <p>3.8 Before deployment, all janitors to be posted at the center must possess the following:</p> <ul style="list-style-type: none"> <li>• Current and valid certification of vaccination received.</li> <li>• Drug test from any government-recognized Testing Center, with validity of at least one (1) month.</li> </ul> <p>4. The JANITORIAL AGENCY affirms and guarantees, that during the entire duration of the contract, the following tools and equipment shall always be readily available for the exclusive use of its janitors assigned at the NCMH;</p> <p><b>Equipment to be provided free of charge</b></p> <p>4.1 Building Maintenance</p> <ul style="list-style-type: none"> <li>• Two (2) units Floor Polisher</li> <li>• One (1) unit vacuum cleaner, with complete accessories for shampooing and drying</li> </ul> <p>4.2 Ground Maintenance</p> <ul style="list-style-type: none"> <li>• Eight (8) units of wheel barrow</li> <li>• Ten (10) units garden hose at least 50 meters each</li> <li>• Ten (10) units rake</li> <li>• Ten (10) units shovel</li> <li>• Eleven (11) units trowel</li> <li>• Two (2) units ladder, heavy duty, 20 ft., non-skid</li> <li>• Ten (10) units scissor grass cutter</li> <li>• One (1) lawn mower</li> <li>• Five (5) units hand-held grass cutter with fuel</li> <li>• Two (2) units hoe</li> <li>• Three (3) units pick-axe</li> <li>• Five (5) units Manual Sprinkler</li> </ul> <p>4.3 Personal Protective Equipment</p> <ul style="list-style-type: none"> <li>• Gloves</li> </ul>				
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	<ul style="list-style-type: none"> <li>• Mask</li> <li>• Rubber boots</li> <li>• Raincoat</li> <li>• One (1) unit bundy clock</li> <li>• Logbooks</li> <li>• Other office supplies</li> </ul> <p>5. Each janitor shall render forty (40) hours satisfactory services per week, to be certified by the chief of office where he/she is assigned.</p> <p><b>5.1 For building/office maintenance:</b></p> <p><b><u>Daily Operation</u></b></p> <ul style="list-style-type: none"> <li>a. Sweeping, mopping and spot scrubbing of offices and common areas (i.e. hall way, corridors and stairways) of the Administrative Building.</li> <li>b. Cleaning, sanitizing and disinfecting of toilets and washroom in the Administrative Building.</li> <li>c. Maintain indoor plants for hallways.</li> <li>d. Proper disposal of garbage.</li> <li>e. Cleaning and sanitizing of public comfort rooms within the hospital premises.</li> </ul> <p><b><u>Weekly Periodic Operation</u></b></p> <ul style="list-style-type: none"> <li>a. Polishing of floors as per request.</li> <li>b. Washing and cleaning of inside and outside glass windows, glass partition and doors at the Administrative Building.</li> </ul> <p><b><u>Monthly Periodic Operation</u></b></p> <ul style="list-style-type: none"> <li>a. Thorough general cleaning by way of scrubbing, and removal of stains from the floor.</li> <li>b. Thorough cleaning and washing of inside walls and ceilings. Removal of cobwebs from ceiling and walls as per request.</li> </ul> <p><b>5.2 For ground maintenance and surroundings</b></p> <p><b><u>Daily Operation</u></b></p> <ul style="list-style-type: none"> <li>a. Daily sweeping and cleaning of rubbish &amp; leaves from the grounds and surroundings of the hospital.</li> <li>b. Grass cutting within the hospital compound as per schedule.</li> <li>c. Planting and maintenance of ornamental plants and maintenance of landscaped areas.</li> <li>d. Cleaning of drainage canals within the</li> </ul>			
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	<p>hospital compound.</p> <p>e. Cutting of tree branches and removal of wild grasses within the hospital roads and surroundings.</p> <p>f. Daily collection of garbage/rubbish from different areas of the hospital and dumping at designated dump site.</p> <p><b>5.3 Additional Services to Be Provided Free of charge:</b></p> <p>A. Reporting of all breakages and other incidents that require immediate attention along the road and pavement within the hospital vicinity.</p> <p>B. Provide one (1) roving coordinator who will coordinate with the supervisor from time to time in monitoring the performance of the personnel deployed.</p> <p>C. Reporting minor repair and close coordination.</p> <p>D. Provide other equipment that will be necessary during general cleaning.</p> <p>6. The JANITORIAL AGENCY shall provide at his own expense, relievers or replacement in case of absence of any of its janitor.</p> <p>7. The JANITORIAL AGENCY shall assume full responsibility for any claim for compensation for injuries sustained from accidents in connection with the performance of their duties.</p> <p>8. The JANITORIAL AGENCY shall faithfully comply with all laws, rules and regulations pertaining to the employment of workers including, but not limited to the Labor Code of the Philippines as amended, the Social Security System, and PhilHealth.</p> <p>9. The JANITORIAL AGENCY, shall immediately release and replace upon request, any janitor who may be found by the head of office concerned as undesirable and unfit to perform his janitorial works.</p> <p>The janitors to be assigned by the JANITORIAL AGENCY to restricted office areas where highly accountable assets and security documents are kept shall perform their duties under the supervision of officials to be designated by the office concerned.</p> <p>10. The JANITORIAL AGENCY shall see to</p>			
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		<p>it that the worker's /employee's contribution are promptly remitted to SSS, PhilHealth, ECC and Pag-ibig. Certificate of Satisfactory Performance must first be submitted to the NCMH before the required payment can be made.</p> <p>11. The NCMH shall provide a space approximately 10.5 sq.m. to the JANITORIAL AGENCY for the storage of their tools and equipment(use at NCMH) free of charge.</p>				
<b>TOTAL</b>						<b>8,494,048.80</b>

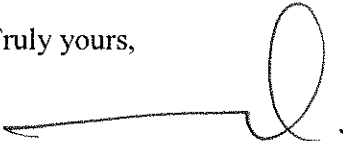
You are hereby required to provide the following within ten (10) calendar days:


- Contract Agreement Form for the Procurement of **Procurement of Janitorial Outsourcing Service CY 2023** Notarized Performance Securing Declaration; **or**
- Performance Security in any forms and amount stipulated below:

A. Cashier's Manager's Check Bank Guarantee	Five Percent (5%) of the Total Contract Price
B. 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 

CONFORMED BY:



DATE AND TIME:

1/6/23 10:26