



**Republic of the Philippines**  
**WESTERN MINDANAO STATE UNIVERSITY**  
**Zamboanga City**  
**Telephone No.: 062-991-7875**  
**www.wmsu.edu.ph**

## INVITATION TO BID

The Western Mindanao State University, through its Bids and Awards Committee (BAC), is inviting PhilGEPS registered suppliers to apply for eligibility and to submit bids for the item mentioned hereunder:

- 1.) 1 Lot **Procurement of Janitorial Services**
- \* Main Campus, 25 (current)
  - \* Plus 13 new
- Total 38 janitors X Php.12,700.00 monthly X 12 months  
( 38 pax X Php.12,700.00 X 12 months = Php.5,791,200.00)
- Terms of Reference:
- The winning bidder/agency shall:
1. Provide Thirty-Eight (38) uniformed utility personnel, capable of maintaining the cleanliness and sanitation of the university.
  2. Maintain the cleanliness and sanitation of the university.
  3. Perform other utility task (pintakase) as needed for the entire university.
  4. Provide the appropriate uniforms of the utility worker/janitor.
  5. Shall comply with all labor stands benefits.
- Provisions:
- a) Four (4) Grass cutter (must be in working condition)
  - b) Ten (10) Wheel Barrows/Wheeled Plastic Garbage Bin with cover
  - c) Four (4) Polishers (must be in working condition)
  - d) Two (2) Shears
  - e) Ten (10) Shovels
  - f) Two (2) Scythes
  - g) Eight (8) Mop Handle
  - h) Eight Plastic Pails for comfort room, 60 liters capacity with cover
  - i) Twenty (20) Brooms per month (10 soft & 10 walis tingting/coconut)
  - j) Ten (10) kilos powder soar per month
  - k) Ten (10) gallons of toilet bowl cleanser per month
  - l) Twenty (20) kilos of floor wax per month
  - m) Twelve (12) mops per quarter
  - n) Twenty-four (24) painted garbage drum with handle, cover & stand
  - o) One (1) Garbage Truck to haul garbage daily (garbage collection)  
6 cu.m. daily from Monday to Saturday

The criteria to be used for the eligibility check of the prospective bidders, examination and evaluation of bids, post-qualification and all matters relevant to this procurement shall be in

accordance with Republic Act. No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.

Interested bidders may obtain further information from WMSU BAC Secretariat regarding the checklist of eligibility and technical requirements.

#### **IMPORTANT NOTICE FOR BIDDERS:**

1. Bidding papers shall be available upon payment of a non-refundable fee of **Ten Thousand Pesos Only (Php.10,000.00)**. Eligible bidders that will download the bidding paper from the PhilGEPS website shall pay the said fee before the submission of their bids. (Please attached the Xerox copy of the Official Receipt)
2. All bidders' are required to post a Bid Security, at least Two (2%) Percent of the ABC in the form of Cash, Cashier's Check or Manager's Check or may submit Bid Securing Declaration. Bids without Bid Security will not be considered.
3. The Bidder shall prepare an original of the Eligibility Documents, Technical Proposal, Financial Proposal and clearly mark each "ORIGINAL – ELIGIBILITY DOCUMENTS", "ORIGINAL - TECHNICAL PROPOSAL", and "ORIGINAL – FINANCIAL PROPOSAL", respectively. Bidders shall submit three (3) copies of each bidding documents- "Original", Copy 1", and Copy 2". State the unit price of each item and the total bid price and also state the shortest time of delivery and submit your quotation duly signed by your representative in a sealed envelope.
4. Bid opening shall be on **February 18, 2020** at 10:00 A.M. at BAC Office, Ground Floor Executive Building, WMSU, Zamboanga City, Philippines, 7000. Bids will be opened in the presence of the Bidders representatives who choose to attend at the address above. Late bids shall not be accepted.
5. Price validity shall be for a period of 120 calendar days.
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. Warranty shall be for a period of Six (6) months for supplies and materials. One (1) year for equipment, from date of acceptance by WESTERN MINDANAO STATE UNIVERSITY.
8. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

The WESTERN MINDANAO STATE UNIVERSITY reserves the right to reject any or all Bids and to accept the bid most advantageous to the government, and to award the contract by lot, if warranted.