



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12714395  
**Procuring Entity** NATIONAL WAGES AND PRODUCTIVITY COMMISSION  
**Title** PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD OF 01 FEBRUARY TO 31 DECEMBER 2026  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	SVP- 2026-01-001	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Janitorial Services	<b>Date Published</b>	07/01/2026
<b>Approved Budget for the Contract:</b>	PHP 960,000.00	<b>Last Updated / Time</b>	07/01/2026 00:00 AM
<b>Delivery Period:</b>	11 Month/s	<b>Closing Date / Time</b>	12/01/2026 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Procurement Unit Head 11th Floor Trium Square, 2183 Senator Gil Puyat Avenue, Pasay City Metro Manila Philippines 1300 63-2-85275171 63-2-5275522 bac@produktiboatsahod.onmicrosoft.com		

#### Description

Janitorial Services for the Period of February to December 2026

Coverage:  
01 February to 31 December 2026

#### Requirements:

Must provide three (3) janitors per month including a supervisor (under compressed work week arrangement): 10-hour shift every Monday to Thursday and 8-hour shift every Friday; 48 hours per week

Total cost includes payment of wages and other monetary benefits stated in labor standards and Value Added Tax (VAT).

All janitors to be deployed must be in uniform with safety shoes and fully vaccinated ie. flu, covid Certificate of Registration under Department Order No. 174, issued by the DOLE Regional Office (NCR)

#### Additional set of technical parameters

Must have at least five (5) years of experience in providing janitorial services to other government office.

Contractor's liquidity: must have at least 960,000.00 (current assets minus current liabilities) based on Balance Sheet

as of December 2024)

Must provide the following:

- 1 List of officers and organizational structure
- 2 Housekeeping plan for NWPC
- 3 Proof of registration to the Annual Establishment Report on Wages (AERW)
- 4 Notice of Result of Inspection issued by the Department of Labor and Employment (DOLE) Inspector / Certificate of No Pending Case

Must provide the following resources:

**MONTHLY**

Air Freshener Glade 280ml - 4 cans  
Air Freshener Liquid - 2 gallons  
Baygon Insect Spray 280ml - 8 cans  
Cleanser - 2 kilos  
Deodorant Cake - 10 pieces  
Garbage Bag: Small - 50 pcs and Large - 50 pcs.  
Mop Heads - 3 pieces  
Powder Soap - 4 kilos  
Cleaning Absorbent Drying Cloths - 6 pieces  
Hand Soap - 1 gallon  
Liquid Soap - 1 gallon  
Dishwashing Soap - 1 gallon  
Scotch Brite - 6 pieces  
Jumbo Tissue Paper Roll - 30 rolls  
Zonrox - 1 gallon

**SEMI-ANNUAL**

Bowl Brush - 3 pieces  
Doormat - 8 pieces  
Dustpan - 3 pieces  
Mop Handle - 3 pieces  
Polishing Pad - 3 pieces  
Spray Gun - 3 pieces  
Soft bristles broom - 3 pieces

**ANNUAL**

Pail and Water Dipper - 4 pieces  
Indoor plants in ceramic pots - 15 pieces Live indoor ornamental plants displays in decorative ceramic vases for lobby areas and Director's rooms  
High-Reach Duster kit with Extension Pole - 1 piece

**EQUIPMENT**

Glass Squeegee - 3 pieces  
Spatula - 3 pieces  
Step Ladder - 1 unit  
Vacuum Cleaner, Wet & Dry - 1 unit  
Heavy Mop Squeezer Bucket - 1 piece

Note: Award Criterion is LCRB/SCRB

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Janitorial Services	PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD OF 01 FEBRUARY TO 31 DECEMBER 2026	1	Lot	960,000.00

**Other Information**

> Attach any proof of documents as compliance to the required specifications.  
> Submit/attach complete valid procurement documents (preferably in Portable Document Format/PDF) upon submission of quotation as required:

- 1.) Updated Mayor's Permit;
- 2.) PhilGEPS Registration Number;
- 3.) Latest Income/Business Tax Return; and
- 4.) Notarized Omnibus Sworn Statement (for Corporation submit Notarized Secretary's Certificate and for Sole Proprietorship submit notarized Special Power of Attorney)

NOTE: FULL PAYMENT SHALL BE THRU BANK TRANSACTION, PREFERABLY WITH LANDBANK ACCOUNT, OTHERWISE BANK CHARGE SHALL BE FOR THE ACCOUNT OF THE WINNING BIDDER."

Note: Quotation must be inclusive of VAT, delivery cost and other charges.

**Created by** John Paulo Samonte Francisco

**Date Created** 06/01/2026

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.