



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12757380
Procuring Entity NATIONAL WAGES AND PRODUCTIVITY COMMISSION
Title Procurement of Janitorial Services for the Period of 01 March to 31 December 2026
Area of Delivery Metro Manila

Solicitation Number:	SVP- 2026-02-006	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	3
Category:	Janitorial Services	Date Published	04/02/2026
Approved Budget for the Contract:	PHP 1,026,000.00	Last Updated / Time	04/02/2026 00:00 AM
Delivery Period:	10 Month/s	Closing Date / Time	09/02/2026 10:00 AM
Client Agency:			
Contact Person:	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

lot Janitorial Services for the Period of March 1 ₱1,026,000.00 ₱1,026,000.00 to December 2026

Coverage:
01 March 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 1,026,000.00 (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 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

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Janitorial Services	Procurement of Janitorial Services for the Period of 01 March to 31 December 2026	1	Lot	1,026,000.00

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 03/02/2026

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