



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 8353820
Procuring Entity PHILIPPINE RACING COMMISSION
Title PROCUREMENT OF MANPOWER SERVICES FOR 2022
Area of Delivery Metro Manila

Solicitation Number:	PRC-2022-001	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Public Bidding	Associated Components	1
Classification:	Goods - General Support Services		
Category:	Janitorial Services	Bid Supplements	1
Approved Budget for the Contract:	PHP 1,500,000.00		
Delivery Period:	10 Month/s	Document Request List	7
Client Agency:			
Contact Person:	Eric Canlas Dela Cruz SSGRO 4th Flr. Electra House Bldg., Esteban St. Legaspi Village Makati City Metro Manila Philippines 1200 63-2-8137778 63-2-8137778 bac@philracom.gov.ph	Date Published	15/01/2022
		Last Updated / Time	26/01/2022 09:44 AM
		Closing Date / Time	04/02/2022 09:00 AM

Description

Terms of Reference

PROCUREMENT OF MANPOWER SERVICES for 2022

1. OBJECTIVE

To acquire a reputable supplier of manpower services that will provide efficient janitorial, driving, maintenance and messengerial services to Philippine Racing Commission (PHILRACOM).

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The PHILRACOM shall offer a public bidding to all prospective bidders for the Procurement of Manpower Services with an Approved Budget for the Contract (ABC) amounting to One Million Five Hundred Thousand Pesos (Php1,500,000.00) covering the period from March to December 2022 chargeable against the 2022 GAA.

3. QUALIFICATIONS OF BIDDER

- 3.1. Must be a duly licensed and registered Service Contractor in accordance with the Department Order No. 18-A Series of 2011 (D.O. No. 18-A-2011);
- 3.2. Engaged in business for at least three (3) years;
- 3.3. Must be based in or around Makati City; and
- 3.4. Must present a Client Satisfaction Rating from at least three (3) government agencies or private corporations,

with whom the contractor has a past or ongoing contracts.

4. MANPOWER REQUIREMENT

The SERVICE PROVIDER shall provide the following personnel for the Philippine Racing Commission (PHILRACOM), whose office is located at 4F Electra House Bldg. Esteban St. Legaspi Village, Makati, which details as follows:

No. of Personnel Position Work Schedule

2 Utility Worker / Janitress

Details: 2 female

6 days work schedule per week

1 General Maintenance

Details: 1 male 6 days work schedule per week

2 Motorized Messenger

Details: 2 male 5 days work schedule per week

1 Licensed Driver

Details: male, with Professional Driver's License

5. SCOPE OF WORK AND SERVICES

5.1. The SERVICE PROVIDER shall faithfully and efficiently perform all the duties which shall include supervising and monitoring the performance of its service personnel assigned at PHILRACOM, to wit;

5.1.1. UTILITY WORKERS & JANITRESS

5.1.1.1. Daily Maintenance Services

Cleaning, disinfecting, and sanitizing of comfort rooms, toilet bowls, urinals, wash hand basins, lavatories, etc., with appropriate chemical at least twice a day depending on the frequency of usage;

Sweeping and mopping of the floors, hallways corridors, comfort rooms and offices, and such other places/areas as maybe specified by PHILRACOM. Areas where a great number of people stay shall be serviced continuously;

Washing, scrubbing, waxing and polishing of all floors;

Dusting, damp-wiping, and polishing of office furniture, fixtures, counters, cabinets, glass tops, telephone, etc.;

Cleaning of waste paper containers and disposing of garbage to designated disposal area at least twice a day;

Cleaning and polishing of glass windows, glass doors, and metal attachment of windows;

Removing of stains, cobwebs, vandalistic and/or unnecessary markings/drawings, etc. on the toilets as well as on all other walls/post/windows and ceilings;

General cleaning of all horizontal and vertical surfaces;

Wash hand basins and surroundings which shall be inspected and wiped clean, at least twice a day, to ensure its cleanliness at all times;

Water dispenser, if any, shall be inspected and wiped clean so with its surroundings at least once a day or as necessary.

1.1.

5.1.1.2. Weekly Maintenance Services

General cleaning and sanitizing of comfort rooms and washroom;

Washing, waxing, and polishing of all floors;

Washing and polishing of internal parts of windows and panels;

Cleaning of internal walls and ceilings;

Waxing and polishing of furniture and fixtures, counters, etc.;

Dusting and damp-wiping or washing of interior, vertical, horizontal and ceiling surfaces;

Removing of cobwebs and finger marks on the walls.1.2.

5.1.1.3. Periodic Maintenance Services

Thorough general cleaning of all areas, sanitizing and disinfecting of washrooms and toilets/urinals.

1.3.

5.1.1.4. Miscellaneous Services

Miscellaneous work such as carrying, transporting or moving of the office furniture, equipment and supplies within the premises assigned by PHILRACOM from time to time;

Report in writing to PHILRACOM, through its Supply and Property Management Unit, damaged property, equipment, or fixtures of PHILRACOM, which need immediate repair such as pipe plumbing, water and toilet facilities, electrical installations, broken furniture and the like.

5.1.2. GENERAL MAINTENANCE

Perform minor repairs ;

Check control panels and electrical wiring to identify issues;

Install appliances and equipment;

Conduct maintenance tasks such as replacing light bulbs;

Maintain, service, clean, and properly store equipment;

Maintain and repair locks, locking mechanisms, closers, doors, and controllers;

Perform manual repairs when necessary (fix locks, replace windows etc.);

Repair faulty equipment units and damaged structures;

Manage heating and plumbing systems to guarantee functionality;

Check functionality of safety systems (e.g. fire alarm);

Inspect and repair all damages to building surfaces;

Participate in different projects (e.g. renovations);

Ensure adherence to quality standards and health and safety regulations;
Develop and implement preventative maintenance procedures;
Plan and schedule repairs;
Perform other related duties and activities as required.

5.1.3. MOTORIZED MESSENGER

Delivery of mails, documents, packages, correspondence, memoranda, publications, records, files and other items of the office to its clients;

Sort items to be delivered according to the delivery route and follow the most efficient routes for the delivery of items and ensure that all deliveries and pick-ups are properly documented to be counterchecked by the designated PHILRACOM employee of the unit concerned;

Accomplish the Daily Time Record and Field Itinerary Report provided by the service provider where PHILRACOM's authorized employees can sign to attest his time in/out, itinerary, and odometer reading of the motorcycle and that he collates;

Qualifications:

- o At least High School Graduate;
- o Must have 6 months experience as motorized messenger;
- o With driver's license;
- o Familiar in Metro Manila Areas.

5.1.4. DRIVER

Transport PHILRACOM Officers and staff to and from where official business will be transacted.

Driver must comply with the policies, rules, procedures and instructions governing the use of vehicles.

They must possess the valid Professional Driver's License.

Monitor the status and condition of the vehicle under his responsibility and initiates request for its needed maintenance and repair

To ensure vehicle is kept clean, tidy and in good working condition at all times.

To ensure that the vehicle under his responsibility is in safe premises, whenever it is not in use

To maintain mileage logs and records of other materials used for the operation and maintenance of vehicle.

Driver must maintain the vehicle in accordance with the manufacturer recommendation. It is also the prime responsibility of a driver to check whether all the warranties of the vehicle are fully exercised.

To assist in the delivery/pick-up of official documents, supplies and materials.

It is the driver's responsibility to ensure the use of seat belts both for himself and his passengers.

The traffic and parking rules should be strictly obeyed. Any fines imposed due to violation of traffic and parking rules are the sole responsibility of the individual involved.

If the driver confronts any accident, they should immediately report to PHILRACOM and other relevant government agencies within 24 hours from the occurrence of the accident.

Performs other functions as may be directed by the Executive Director and/or higher authorities.

Qualification - at least High School Graduate

5.2. Equipment, Supplies, and Materials

5.2.1. Janitorial equipment, machineries, supplies and materials based on the itemized list submitted by the SERVICE PROVIDER, to be used in the performance of the janitorial services, shall be for the account of the SERVICE PROVIDER and shall not be removed/transferred to other places without the consent of PHILRACOM.

5.2.2. The supplies and materials to be delivered to the office of PHILRACOM within the first three (3) days of the month.

5.2.3. Failure on the part of the SERVICE PROVIDER to deliver supplies and materials within the period above stated, the SERVICE PROVIDER shall reimburse PHILRACOM of the cost of the undelivered supplies and materials.

5.2.4. Water and electric power consumption shall be for the account of PHILRACOM. It is understood, however, that the SERVICE PROVIDER shall exercise economy in the use of water and electricity by directing its assigned janitors to use the same at a minimum requirement at all times.

5.2.5. The motorcycle to be used by the messenger must be provided by the SERVICE PROVIDER.

5.3. Other Obligations

5.3.1. In the exigency of the service, PHILRACOM, upon prior notice to the SERVICE PROVIDER, may require the rendition of overtime work.

5.3.2. PHILRACOM may, upon written notice to the SERVICE PROVIDER, request the replacement of any personnel who is not performing his/her duties and responsibilities to its satisfaction and the SERVICE PROVIDER, upon receipt of the written notice shall immediately provide a substitute who is reliable and competent to perform the assigned task;

5.3.3. The SERVICE PROVIDER warrants to comply with its obligations as employer under the Labor Code, its implementing rules and regulations, and other applicable and related laws. Non-compliance therewith shall be for the exclusive risk and responsibility of the SERVICE PROVIDER.

5.3.4. The SERVICE PROVIDER warrants to pay the salaries of the personnel on time as per cut-off agreement regardless of receipt of the PHILRACOM's check payment.

5.3.5. The SERVICE PROVIDER shall provide PHILRACOM with a copy of the payroll of the personnel assigned at PHILRACOM's premises and receipt of payment/remittances of SSS Premium, ECC, PHILHEALTH, PAG-IBIG contributions, BIR withholding tax remittances prior to the payment of the 2nd quincena.

5.3.6. The SERVICE PROVIDER agrees to protect and to exercise due care and proper handling of the properties of PHILRACOM during the performance of its work.

5.3.7. In the exigency of the service, the personnel shall perform other duties as may be required by PHILRACOM from time to time within the premises of PHILRACOM only.

5.3.8. The personnel shall be required to time in and out in the biometrics machine for the purpose of determining the number of work hours the personnel rendered per day.

5.3.9. The personnel, who in any instance failed to time in or time out, shall immediately inform the SERVICE PROVIDER, who has the full control and supervision over them, to notify in writing the Head of the Personnel Section for the confirmation of the time of the arrival or departure, as the case may be, stating the reason/s and circumstances therein, and if found to be meritorious, the same shall be confirmed and if found otherwise, shall be

meted the necessary penalty in conformity with the decision of the SERVICE PROVIDER and PHILRACOM.

5.3.10. The personnel shall not overstay in the office premises after its prescribed working hours to avoid any untoward incident involving their presence, unless authorized verbally or in writing by PHILRACOM or its authorized representative.

5.3.11. The personnel shall not at any time play cards or gamble or engage in drinking sessions while in the premises of PHILRACOM. Further, the personnel are not allowed to accept personal errands outside of the building premises during office hours. Anyone found violating this order shall be reported to the SERVICE PROVIDER either verbally or in writing for immediate replacement.

5.3.12. The personnel, in any gatherings, whether special, social, or spiritual in nature, take charge in the preparation of the venue or place of the gathering and should stay in the said place during and after the activity for assistance or errand work.

5.3.13. The SERVICE PROVIDER shall provide an equally reliable and trained substitute in case of absence of any of the SERVICE PROVIDER's regular personnel. Should no replacement be provided, the corresponding deduction in the monthly payment shall be made.

5.3.14. The substitute or reliever shall report to the Head of the Personnel Section of PHILRACOM or his/her representative by record his/her time of arrival and departure by signing his name and affixing his signature in the attendance logbook for the personnel.

6. PERIOD OF CONTRACT

The contract for manpower services shall cover the duration of ten (10) months effective upon receipt of Notice to Proceed by the winning bidder and signing of the contract/agreement.

7. CONDITIONS OF THE CONTRACT

The contract shall have provisions for General Conditions, Special Conditions, Schedule of Delivery Requirements and Technical Specifications specified under Section IV, V and VII respectively of Bid Documents.

If the exigency of service so requires, PHILRACOM shall have the right to require personnel to render overtime services, compensable in accordance with provisions of the Labor Code.

The winning bidder shall comply with the provisions of the Labor Code particularly Chapter III Article 103 which states that wages shall be paid at least once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days and within five (5) working days from the scheduled date of payment shall submit proof of payment of wages, overtime, and 13th month pay of their deployed employees in PHILRACOM.

The service provider must submit, in addition to the bidding documents and in a separate envelope, at least three (3) client satisfaction rating from a government agency or a private corporation with whom the bidder has a past or on-going contract.

PHILRACOM shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service it has rendered is substandard and/or unsatisfactory.

The service provider shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria, which shall include, among others; (i) quality of service delivered (ii) time management, (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.

8. BID SECURITY

All bids shall be accompanied by a bid security as required in Section 27 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, payable to PHILRACOM as a guarantee that the successful bidder shall, within ten (10) calendar days or less, as indicated in the Instruction to Bidders, from receipt of the notice of award, enter into contract PHILRACOM and furnish the performance security, except from Section 37.1 thereof allows a longer period. Failure to enclose the required bid security in the form and amount prescribed herein shall automatically disqualify the bid concerned.

The bid security shall be in the amount equal to a percentage of the ABC in accordance with following schedule:

Form of Bid Security Amount of Bid Security

(Not Less than the Percentage of the ABC)

Cash or cashier's/manager's check issued by a Universal or Commercial Bank.

Two percent (2%)

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.

Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. Five percent (5%)

However, in lieu of a bid security mentioned above, the bidder may submit a Bid Securing Declaration that is an undertaking which states, among others, that the bidder shall enter into contract with procuring entity and furnish the required performance security within ten (10) calendar days, or less, as indicated in the Bidding Documents, from receipt of the Notice of Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the

conditions stated therein as required in the guidelines issued by GPPB.

9. PERFORMANCE SECURITY

To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security as required under Section 39 of the Revised IRR of RA 9184 prior to signing of contract. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the PHILRACOM, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under contract.

10. LANGUAGE OF BID

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the PHILRACOM, shall be written in English.

11. BIDDING DOCUMENTS

A complete set of Bidding Documents containing other information and instruction to bidders can be purchases by the interested bidders at the 4th Floor Electra House Bldg. Esteban St., Legaspi Village, Makati City, upon payment of a non-refundable fee in the amount of Five Thousand Pesos (Php 5,000.00).

Pre-bid Conference

Date	Time	Venue
25/01/2022	9:30:00 AM	PHILRACOM BOARD ROOM 4F ELECTRA HOUSE BUILDING ESTEBAN ST., LEGASPI VILLAGE MAKATI CITY

Created by Eric Canlas Dela Cruz

Date Created 14/01/2022

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Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 8360156
Procuring Entity PHILIPPINE RACING COMMISSION
Title EQUINE DNA TESTING AND PARENTAGE VALIDATION
Area of Delivery Metro Manila

Solicitation Number:	PRC-2022-003	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Public Bidding	Associated Components	1
Classification:	Goods - General Support Services		
Category:	Diagnostic and Laboratory Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 1,500,000.00		
Delivery Period:	11 Month/s	Document Request List	0
Client Agency:			
Contact Person:	Eric Canlas Dela Cruz SSGRO 4th Flr. Electra House Bldg., Esteban St. Legaspi Village Makati City Metro Manila Philippines 1200 63-2-8137778 63-2-8137778 bac@philracom.gov.ph	Date Published	19/01/2022
		Last Updated / Time	19/01/2022 00:00 AM
		Closing Date / Time	08/02/2022 09:00 AM

Description

TERMS OF REFERENCE

EQUINE DNA TESTING AND PARENTAGE VALIDATION

I. PROJECT DESCRIPTION

To acquire a reputable contractor that will provide unique genetic typing services for the equine breeding industry that demonstrates competence in the conduct and application of animal tests in the solution of problems of questionable identity and parentage arising in the breeding of pedigreed horses.

II. OBJECTIVES

The Program aims to have a reliable accredited DNA Typing Laboratory by the International Society for Animal Genetics (ISAG) that will provide accurate results for the identification and parentage validation of all horses being accepted for registration and to be included in the official publication of the Philippine Stud Book which is internationally recognized by the International Stud Book Committee (ISBC).

III. SCOPE OF WORK

Philracom shall request, and Laboratory shall perform, no fewer than one hundred (100) animal identification DNA tests per Laboratory's until December 31, 2022.

Information Packet - Laboratory shall send to Philracom, information on the proper submission of samples. Such information shall include a unique-to-Philracom three (3) character "file code" to be used as the first three (3) characters of the Bar Code and instructions for the collection and sending to Laboratory of animal samples.
Samples Received Report - Philracom may, by written request, receive a daily or weekly report of samples received. Such report shall be sent by e-mail.

Test and Analysis Results - Test and analysis results will be sent to Philracom by e-mail, with attached PDF-format file, typically within 5 to 10 working days of Laboratory receipt of a complete Sample Submission Form. Philracom may request delivery of files via SFTP and/or test-format files. Details of the exact format are negotiable with Laboratory but subject to prior Laboratory approval. Results may be received in batches or one per case with timing and batch size set by Laboratory.

Invoices - Invoices must be issued monthly for samples tested in the prior calendar month.

Samples Received Report - Philracom may, by written request, receive a daily or weekly report of samples received. Such report also lists NSR samples. Reports shall be sent by e-mail or SFTP.

Test and Analysis Results - Test and analysis results will be sent to Philracom by e-mail, with attached PDF-format file, typically within 5 to 10 working days of Laboratory receipt of a complete Sample Submission Form. Philracom may request delivery of files via SFTP and/or test-format files. Details of the exact format are negotiable with Laboratory but subject to prior Laboratory approval. Results may be received in batches or one per case with timing and batch size set by Laboratory.

Retention/Disposal/Return of Samples. Laboratory shall retain, destroy, or return samples to Philracom in accordance with the following:

Laboratory Retention/Destruction of Samples. Laboratory shall retain possession of all samples received pursuant to this agreement, at no cost, until such time as Laboratory provides Philracom with sixty (60) days written notice of its desire to no longer retain such possession and Philracom provides timely instructions concerning disposition of the samples. Return of samples shall be at Philracom's sole expense (including costs of retrieval, packing, and shipping). If Philracom chooses not to take possession of the samples, Laboratory may destroy the samples in accordance with accepted industry practice.

Customer Request for Return. Upon not less than ninety (90) days written notice, Philracom may request that any specific or all existing samples obtained by Laboratory in the course of providing services under this agreement shall be returned to Philracom. Return of samples shall be at Philracom sole expense (including costs of retrieval, packing, and shipping).

Customer Services

Answer Parentage Questions. Laboratory, by its professional staff, will answer specific questions of parentage as are reasonably requested by Philracom.

Refer Inquiries for Information. Laboratory will refer to Philracom all inquiries for information on DNA typing of animals under the auspices of Philracom, including requests for duplicate copies of test reports.

Reporting of Test Results. Laboratory will report to Philracom by e-mail the results of DNA typing tests.

Problem Resolution. Problems relating to practical arrangements for the DNA typing of animals may be resolved by mutual agreement of Philracom and the Laboratory Director.

Confidentiality - Except as provided below in this section, or as required by law, Laboratory will not disclose, publish, or otherwise disseminate the registered names and/or registration numbers of any animals which are or have been the subject of DNA typing and/or parentage analysis by Laboratory, the registered names and/or registration numbers of any member of such animals' direct or indirect families, or the names and addresses of any of their owners.

Customer Representations. Philracom represents that it has a proprietary right to the DNA type information for each animal typed hereunder.

Use of Data. All research data, including but not limited to, all notebooks, DNA typing protocols, original laboratory records, and any research reports, shall be usable by University in pursuit of its mission of teaching, research, and public services. University reserves the right, subject to section 10, to publish any or all research results developed from such data.

Personal Delivery. By personal delivery made by a party (or by a party's agent) with either a signed acknowledgement of receipt or a simultaneously completed proof of delivery;

US Mail. By either certified US mail, return-receipt-requested or next day delivery with proof of delivery;

Common Carrier. By any common carrier that provides sender with a proof of delivery; or

E-Mail Transmission. By electronic mail with retained proof of transmission; or

Facsimile Transmission. By Facsimile transmission with retained proof of transaction

Warranty. Laboratory warrants that typing results reported to Philracom will accurately reflect such findings as arise from a strict compliance with internationally accepted DNA typing procedures and interpretation of results. If error in Laboratory procedures are timely brought to Laboratory's attention, Laboratory shall re-run the analysis of the questioned sample at no additional charge to Philracom.

IV. QUALIFICATIONS OF THE CONTRACTOR

Must have PhilGEPS Registered.

Engaged in business for at least two (2) years

Accredited DNA Typing Laboratory by the International Society for Animal Genetics (ISAG) with Rank #1 in the International Horse DNA Typing Comparison Test

V. PAYMENT SCHEDULE

Payment shall be made upon completion of the above scope of work duly certified accepted by the end user.

Payment shall be made within fifteen (15) days after submission of Billing and User Acceptance of the product/service.

VI. MODE OF PROCUREMENT

The procurement of the service provider shall be undertaken through negotiated procurement after two-failed bidding.

VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Fund for this project shall be sourced from the Trust Fund.

The ABC of the proposed undertaking is ONE MILLION FIVE HUNDRED THOUSAND PESOS & 00/100 (Php 1,500,000.00), inclusive of all the applicable government taxes and charges and professional fees.

The contract is a fixed price contract. Any extension of contract time shall not involve any additional cost to the Government.

VIII. CONFORMANCE WITH THE EXISTING LAWS

The procurement process for this undertaking shall be executed in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations.

Pre-bid Conference

Date	Time	Venue
27/01/2022	9:00:00 AM	PHILRACOM BOARD ROOM 4th Floor Electra House Bldg., Esteban St., Legaspi Village, Makati City

Created by Eric Canlas Dela Cruz

Date Created 18/01/2022

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