

TERMS OF REFERENCE

TECHNICAL SPECIFICATIONS SMALL VALUE PROCUREMENT

PROCUREMENT OF JANITORIAL AND OTHER SUPPLIES FOR THE 3RD QUARTER OF CY 2026

A. BACKGROUND/INTRODUCTION

The Philippine Ports Authority – Port Management Office of Misamis Oriental/Cagayan de Oro (PPA-PMO MOC) requires the continuous availability of janitorial and cleaning supplies to support its regular administrative, technical, documentary, and operational functions.

The procurement of Janitorial and Other Supplies for the 3rd Quarter of CY 2026 is necessary to replenish existing stocks and ensure uninterrupted, efficient, sanitary, and timely maintenance of administrative, technical, and operational services and facilities of the Office. The requested supplies include air fresheners, cleaning chemicals, disinfectants, paper products, car care products, waste management materials, and other commonly used janitorial supplies.

The procurement shall ensure that the various divisions, sections, and offices of the PMO have adequate supplies necessary for maintaining a safe, clean, and hygienic working environment.

B. PROJECT NAME

Procurement of Janitorial and Other Supplies for the 3rd Quarter of CY 2026

C. PROJECT OBJECTIVES

- Procure enough janitorial and cleaning supplies required by the various offices/divisions of the PMO
- Ensure the continuous and uninterrupted performance of administrative, technical, documentary, and operational functions.
- Maintain adequate inventory levels of commonly used office supplies and materials.
- Support efficient preparation, reproduction, filing, and safekeeping of official documents and records; and
- Procure quality and cost-effective supplies from qualified suppliers in accordance with applicable government procurement laws, rules, and regulations.

D. Approved Budget of the Contract

The Approved Budget for the Contract (ABC) is **Two Hundred Fifty-Five Thousand Nine Hundred Pesos (P255,900.00)**, inclusive of all applicable taxes, duties, delivery charges, and other incidental expenses.

E. Scope of Work

The Supplier shall provide and deliver the following Janitorial and Other Supplies in accordance with the required specifications, quantities, and delivery requirements:

Item No.	Item & Description	Qty.	Unit
1	Airfreshener Spray, at least 320ml, Odor Eliminator for Home & Office	30	CAN
2	Wood Furniture Polish, at least 250ml	5	CAN
3	All Purpose Microfiber Cloths, at least 12 per pack	5	PK

Item No.	Item & Description	Qty.	Unit
4	Automatic Toilet Bowl Cleaner Tablets with Bleach, at least 6 tablets/pack	15	PK
5	Bathroom Deodorizer	30	PC
6	Before-you-go toilet spray, at least 60ml	20	PC
7	Car Perfume Air Freshener	15	PC
8	Car Shampoo, at least 1L	15	PC
9	Chamois Cloth	20	PC
10	Chlorine Granules, 1 kilo per pack	40	PK
11	Countertop, Liquid Hand soap dispenser, at least 500ml	5	PC
12	Dirt Trap Mat, Black, Water Resistant and Absorbent, at least 50 x 70 cm	10	PC
13	Disinfectant Expert Toilet Cleaner, at least 1L	30	PC
14	Disinfectant, 400gms, 3-in-1 action, kills bacteria and viruses, Eliminates Odors, Freshens Air	30	CAN
15	Fabric Conditioner, Mild Scent, Anti-bacterial, at least 3.78L, 4gals/case	10	CAS

Item No.	Item & Description	Qty.	Unit
16	Feather Duster	10	PC
17	Glass Cleaner with Spray, at least 500 ml	20	BOT
18	Glass Wiper, Long Handle, Heavy Duty	15	PC
19	Interfolded Paper Towel, 1 ply, at least 175 pulls/sheets, 30 packs/bundle	2	BND
20	Liquid Chlorine Bleach, Multi-Purpose, at least 3.78L	15	GAL
21	Liquid Chlorine Bleach, color safe, at least 3.78L	20	GAL
22	Liquid Handsoap, Antibacterial, Lemon Scent, 3.78L, 4gals/case	5	CAS
23	Liquid Sosa, 500ml	15	BOT
24	Mop Handle, screw type with aluminum handle, at least 5 ft, heavy duty	15	PC
25	Mop Head, cotton, heavy duty	15	PC
26	Multi Insect Killer, 500ml, Odorless	15	CAN
27	Rug Mat, Cotton	10	PC

Item No.	Item & Description	Qty.	Unit
28	Scouring Pad, Heavy Duty, at least 6 in (length) x 3.8 in (width), 3pcs/pack	20	PK
29	Sponge, Heavy Duty, 30pcs/bundle	2	BND
30	Sprayer, at least 500ml	10	PC
31	Tissue, Hand Roll Towel, 180 meters, 1 ply, 7", 6 rolls/case	15	CAS
32	Tissue, Jumbo Roll, 200 meters, 2-ply, 200mm x 90mm, recycled material, mixed grade, 12rolls/box	15	BOX
33	Trash Bag, oxo-biodegradable, 18in. x 20in. (Small), 500pcs/bundle	1	BND
34	Trash Bag, oxo-biodegradable, 22in. x 24in. (Medium), 500pcs/bundle	1	BND
35	Trash Bag, oxo-biodegradable, 37in. x 40in. (XXL), 200pcs/bundle	1	BND
36	Urinal screen mat anti-splash deodorizer	20	PC
37	Alcohol, Ethyl, 65% Solution, 3.78L, 4gals/case	10	CAS

- All items shall be brand new, unused, and of standard commercial quality.
- All items shall conform to the required specifications, dimensions, capacity, size, type, and quantity stated in this TOR.

- Items shall be properly packed to prevent damage, deterioration, leakage, or contamination during transportation and delivery.
- The Supplier shall be responsible for all costs incidental to delivery, including appropriate packaging, handling, and transportation.
- Delivery shall be made within the period specified in the Purchase Order.

F. SUPPLIER/PROVIDER FIRM AND STAFF REQUIREMENTS

The prospective Supplier must:

1. Be duly registered with the **Philippine Government Electronic Procurement System (PhilGEPS)**, as applicable;
2. Have a valid Mayor's/Business Permit where the place of business is located;
3. Have a valid BIR Certificate of Registration (BIR Form No. 2303);
4. Be legally authorized to supply the required office supplies and materials; and
5. Comply with all other applicable eligibility and procurement requirements under existing government procurement laws, rules, and regulations.

G. TIMETABLE OF THE CONTRACT/DELIVERY TERMS

- Delivery shall be completed **within fifteen (15) calendar days** from receipt of the Purchase Order.
- Delivery shall be made to **PMO Misamis Oriental / Cagayan de Oro, Admin Division, Bldg. 2, Port of Cagayan de Oro, Macabalan, Cagayan de Oro City** during office hours (Monday to Friday excluding holidays).

H. INSPECTION AND ACCEPTANCE

- All delivered items shall be subject to inspection and verification by the designated Inspector to ensure compliance with the required specifications and quantities.
- Acceptance shall only be issued upon confirmation that the delivered supplies:

✓ Meet the required specifications

✓ Are free from defects or damage

✓ Are delivered in the correct quantities

- Items found to be defective, damaged, or non-compliant shall be replaced by the supplier at no additional cost to the procuring entity.

I. SUPPLIER'S LIABILITY

➤ Waiver of Items

In cases where the supplier fails to deliver certain items or requests for the waiver of specific items due to unavailability or other valid reasons, the supplier shall:

- ✓ Submit a formal written request for waiver addressed to the Head of Procuring Entity stating the reasons for the non-delivery of the item/s;
- ✓ Be subject to evaluation and approval by the Head of Procuring Entity; and
- ✓ Be rated accordingly based on the criteria rating under the Quality of Goods/Services in the Supplier's Performance Evaluation Sheet, which may affect the supplier's eligibility for subsequent procurement opportunities with the procuring entity.

The procuring entity reserves the right to award the waived item/s from the next responsive bidder or another supplier, when necessary, to ensure operational continuity.

➤ Liability for Delayed Delivery

The Supplier shall deliver the required items within the delivery period specified in the Purchase Order. In case the Supplier foresees a delay in the delivery of the items, a written request for extension of delivery shall be submitted prior to the due date, subject to the approval of the Head of the Procuring Entity.

Unless an extension of delivery is duly approved by the Head of Procuring Entity, the Supplier shall be liable to pay liquidated damages equivalent to one-tenth (1/10) of one percent of the cost of the undelivered item/s for every day of delay, until the items are fully delivered and accepted by the procuring entity.

The procuring entity reserves the right to deduct the amount of liquidated damages from the supplier's payment or pursue other remedies available under applicable procurement

laws and regulations, including those provided under Republic Act No. 12009 and its Implementing Rules and Regulations.

J. GREEN PROCUREMENT COMPLIANCE

The procurement shall adopt and promote environmentally sustainable and green procurement practices in accordance with Government Procurement Policy Board (GPPB) Resolution No. 25-2017.

The following items shall comply with the minimum product specifications, as indicated in the said resolution:

Prioritized CSE Products	Product Specifications
Toilet Paper	• The supplier shall supply products which are made out of raw materials from 100% recycled fibre. • The supplier shall supply paper which is at least Elementary Chlorine Free (ECF). • The core as well as any paper wrapping and carton box packing must be made from 100% recycled fibre and the cartons must be strong enough for storage and transit.
Cleaner	• The supplier shall provide a cleaner which is not chlorine based and does not contain inorganic acids. • The supplier shall supply products with adequate instructions for proper use and disposal.
Trash Bag	• The supplier shall supply products which is made of polyethylene (PE). • The PE should contain a minimum of 30% postconsumer material.
Liquid Hand Soap	• The supplier shall supply products which do not contain ethylene-diamine-tetra-acetate (EDTA) nor alkyl phenol ethoxylates (APEO). • The supplier shall supply products with adequate instructions for proper use and disposal.

The procuring entity reserves the right to require the submission of Product Certifications, Material Safety Data Sheet (MSDS), or other proof of compliance with green procurement requirements, where applicable.

Compliance with green specifications shall form part of the technical evaluation and post-qualification process, where applicable.

Suppliers with the ability to meet green requirements shall be given preference, provided that cost and technical requirements remain compliant with procurement rules.

K. RESPONSIBILITIES OF THE SUPPLIER

The Supplier shall:

- ✓ Supply and deliver all required office supplies in accordance with the agreed specifications and delivery schedule.
- ✓ Ensure that all items are of acceptable quality and properly packaged.
- ✓ Replace defective or non-compliant items **within five (5) calendar days** upon notification by the procuring entity.
- ✓ Comply with all applicable government procurement laws and regulations.

L. PAYMENT TERMS

Payment shall be processed **after complete delivery and acceptance** of the required supplies, subject to the submission of the following documents:

- **Notarized Omnibus Sworn Statement (if applicable)**
- **Duly received Purchase Order**
- **Charge Invoice/Billing Statement**
- **Delivery Receipt**

Payment shall be made in accordance with **existing government accounting and auditing regulations**.

M. WARRANTY AND REPLACEMENT

- The Supplier shall warrant that all items delivered are **free from manufacturing defects** and shall replace any item found defective, damaged, or not in accordance with specifications **within five (5) calendar days** upon notification by the procuring entity

- All items shall be covered by a **minimum 30-day warranty from the** date of delivery.

N. MODE OF PROCUREMENT/QUALIFICATION OF BIDDERS

The contract for the **Procurement of Janitorial and Other Supplies for the 3rd Quarter of CY 2026** shall be procured through **Small Value Procurement**, in accordance with **Section 34 of the Implementing Rules and Regulations of RA 12009 or the New Government Procurement Act**.

Interested bidders must submit their proposals on or before _____, at _____ am/pm, at the address provided. Prospective bidders will be evaluated and shall submit printed copies of the following documents as part of the technical/financial proposal/envelope:

<i>Technical Proposal</i>	<i>PhilGEPS Certificate of Registration, with corresponding Annexes</i> <i>BIR 2303 Certificate of Registration</i> <i>Valid Business/Mayor's Permit</i> <i>Notarized Omnibus Sworn Statement</i>
<i>Financial Proposal</i>	<i>Duly accomplished Request for Quotation</i>

O. AWARD AND EVALUATION

- The contract shall be awarded to the supplier with the **Most Economically Advantageous and Responsive Bid (MEARB)**
- Evaluation for Service Provider shall be based on **Timeliness of Delivery, Communication Channels, After-Sales Services, and Quality of Goods/Services**.

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