

## Supplemental/Bid Bulletin

Addendum No. 1  
 February 22, 2021

ITB No. DSWD7-NP-2021-02


### INVITATION TO BID FOR THE NEGOTIATED PROCUREMENT AFTER TWO-FAILED BIDDINGS of “*Provision of Janitorial Manpower Services for CY 2021*”

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **February 18, 2021**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
<b>Technical Specifications</b>	<ul style="list-style-type: none"> <li>The word “<i>housekeeping</i>” in Item No. I Janitorial Manpower, a.9 “Preferably has basic skills on housekeeping, gardening/landscaping”, was omitted due to redundancy. This skill was already mentioned in item number 5.</li> <li>Typographical errors found in this section were corrected.</li> </ul>
<b>Bidding Forms</b>	<ul style="list-style-type: none"> <li>The <b>Value Added Tax (D x 12%) (BIR Circular Mem. #039-2007)</b> was agreed to be omitted based on Revenue Memorandum Circular (RMC) No. 39-2007 which was then clarified by BIR which as quoted “<i>There is nothing in the context of RMC No. 39-2007 that would manifest or suggest the intention to have the RMC apply to manpower services, i.e., janitorial and clerical services, other than security agencies. Thus the RMC not being applicable to manpower agencies providing for janitorial services, basis for VAT on the janitorial contracts should be the whole contract price and not merely the administrative fee and supplies charges thereof.</i>”.</li> </ul>

Attached herewith are the revised **Technical Specifications and Contract Price Schedule & Cost Breakdown**.

For guidance and information of all concerned.

  
**GRACE I. YANA**  
 Vice-Chairperson, Bids and Awards Committee I

## *Revised Technical Specifications*

Bidders must state either “**Comply**” or “**Not Comply**” in each of the individual parameters of each Specification stating the corresponding performance parameter of the item offered. Statements of “Comply” or “Not Comply” must be supported by evidence and cross-referenced to that evidence or may copy the specification stated in verbatim if applicable. A statement of “Comply” or “Not Comply” that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

Item No.	Specification	Statement of Compliance/Bidder's Specification
<b>I.</b>	<b>Janitorial Manpower</b>	
	<p>a. The Contractor shall provide 17 janitors / utility <b>personnel</b> who are:</p> <ol style="list-style-type: none"> <li>1. At least 2<sup>nd</sup> year high school, <i>preferably high school graduate</i></li> <li>2. Of good moral character and without criminal or police records;</li> <li>3. Physically and mentally fit, proven and supported by a medical certificate and with good grooming;</li> <li>4. Duly trained and skilled to function as janitorial personnel;</li> <li>5. Must have basic knowledge and skills in cleaning, housekeeping and organizing things;</li> <li>6. Has the ability to work well under minimal supervision;</li> <li>7. Physically capable to lift or move things up to 10 kilos, if necessary;</li> <li>8. Can easily follow instructions/ directions from supervisor;</li> <li>9. Preferably has basic skills on gardening/landscaping.</li> </ol>	
	<p>b. The janitorial personnel shall perform the following:</p> <ol style="list-style-type: none"> <li>1. Maintain the cleanliness and orderliness of the <b>assigned</b> office premises;</li> <li>2. Protect DSWD properties from damage or destruction in connection with the janitorial activities rendered;</li> <li>3. Preserves confidentiality of DSWD records and information;</li> <li>4. Proper collection and disposal of garbage; and</li> <li>5. Perform miscellaneous services whenever required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures, equipment and supplies and other errand works.</li> </ol>	
	<p>c. The Contractor shall continuously provide basic cleaning tools and supplies.</p>	

<b>II.</b>	<b>Technical Evaluation Parameters</b>		
	<p>a. Stability</p> <ol style="list-style-type: none"> <li>1. Years of Experience - the Contractor <b>should have at least 3 years of experience</b> in the janitorial business.</li> <li>2. <b>Must have an operational office within Metro Cebu.</b></li> <li>3. Liquidity of Contractor – at least ₱1,000,000.00 (current assets minus stocks minus current liability, based on the Contractor’s Balance Sheet as of December 31, 2019)</li> </ol> <p>b. Resources</p> <ol style="list-style-type: none"> <li>1. Number of Janitors – with at least <b>40 trained janitors</b></li> </ol>		
<b>III.</b>	<b>Service Level Agreement</b>		
	1. The Contractor agrees that the DSWD-FO VII through the end-users reserve the right to screen and accept or deny the deployment of any personnel recommended by the Contractor;		
	2. The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the janitors may be requested to provide assistance outside regular working hours or during weekends or holidays with pay, upon written approval of the Regional Director or his/her authorized representative;		
	3. The Contractor shall make available relievers and/or replacements immediately at all times to ensure continuous and uninterrupted services; otherwise, liquidated damages as provided under RA 9184 will be applied to be shouldered by the contractor;		
	4. The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by law. The Contractor shall comply with the laws governing labor standards and employee’s compensation. A certificate for the purpose shall be required from the Contractor <b><i>during the Post-Qualification.</i></b>		
	5. The Contractor shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by SSS, PhilHealth and Pag-IBIG, as proof of remittances for the premiums of the janitors assigned in the DSWD-FO VII; 2 certified true copies of previous payroll with signatures of janitors shall also be submitted.		

	<p>6. The Contractor in the performance of its services shall secure, maintain at its own expenses all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices;</p>	
	<p>7. The Contractor shall provide the personnel with <i>appropriate uniforms (polo shirts/ t-shirts)</i>; and if applicable, <i>protective gear and Personal Protective Equipment (PPEs)</i>, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times;</p>	
	<p>8. The Contractor shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing work. On the first day of duty, personnel shall report to the Head of Assigned Office/Center for the conduct of safety orientation.</p>	
<b>IV.</b>	<b>Service Standard/Housekeeping Plan</b>	
	<p>1. Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times; 2. The expected standard after cleaning and waste collection is-as follows: a. Office Areas: 1. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris; 2. All waste receptacles should be empty. b. Washrooms and Toilets: 1. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris; 2. All sanitary fittings should be free from grime, dirt and smear. c. Grounds and Gardens: 1. All grounds should be freed from dry leaves and cleaned; 2. Gardens should be tilled and maintained the landscaped areas; and 3. Plants should be regularly watered, well- trimmed and verdant.</p>	

V.	<b>Basic Tools and Supplies</b>	
	<p><b>Contractor to equip each janitor/utility worker the following cleaning tools/supplies for the whole duration of contract:</b></p> <ol style="list-style-type: none"> <li>1. Toilet bowl cleaner</li> <li>2. All-purpose cleaner</li> <li>3. Glass cleaner, spray type</li> <li>4. Furniture cleaner</li> <li>5. Detergent soap, powder (known brand, not home-made)</li> <li>6. Rags</li> <li>7. Disinfectant Sanitizer Spray (± 75% Alcohol, 450 ml)</li> <li>8. Baguio broom</li> <li>9. Stick broom</li> <li>10. Dust Pan</li> <li>11. Garbage bag</li> <li>12. Garden Hose (1/2", 15 meters)</li> <li>13. Utility Belt Bag</li> <li>14. Liquid Hand Soap (known brand, not home-made)</li> </ol>	

*Note: Attach at least one Certificate of Satisfactory Quality of Performance from completed/existing contracts preferably other than DSWD Field Office VII.*

I hereby certify that all statements indicated under the **Statement of Compliance** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder's Signature over Printed Name

Date: \_\_\_\_\_

# *Revised Contract Price Schedule & Cost Breakdown*

**Based on 8 Hours Work/Day, 6 Days Work/Week (Monday to Saturday)  
Computation Based on 313 Days Per Year**

Item No.	Description/Computation	Class A	Class B
<b>A.</b>	<b>Amount Due to Janitor</b>		
	1. Daily Wage (Per Wage Order No. ROVII-22)	<b>P</b>	<b>P</b>
	2. Basic Salary (DW x 313 days/12)		
	3. 13 <sup>th</sup> Month Pay (DW x 313 Days / 12 / 12)		
	4. Service Incentive Pay (DW x 5 Days / 12)		
	5. Retirement Benefit (DW x 22.50 / 12) (RA 7641)		
	<b>Total (2+3+4+5)</b>		
<b>B.</b>	<b>Amount Due to Government as Mandated</b>		
	6. SSS (Employer's Share) (compensation based on the total of #2 + #4)		
	7. ECC (compensation based on the total of #2 + #4)		
	8. Philhealth (Employer's Share) (based on 313days factor)		
	9. Pag-Ibig Fund (Employer's Share) (RA 9679)		
	<b>Total (6+7+8+9)</b>		
<b>C.</b>	<b>Amount Due to Janitor &amp; Government (A + B)</b>		
<b>D.</b>	<b>Operating Cost</b>		
	10. Cleaning supplies and basic tools		
	11. Administrative Overhead/Margin <i>which should not be lower than 10%</i> (DOLE D.O. 18-A s.2011)		
<b>F.</b>	<b>Contract Cost per Janitor per Month</b>	<b>P</b>	<b>P</b>

Type	Quantity	No. of Month	Total Contract Cost For CY 2021
Class A Area	14 Janitors	8 Months	₱
Class B Area	3 Janitors	8 Months	₱
<b>Total</b>	<b>17 Janitors</b>		
<b>CONTRACT PRICE</b>			<b>₱</b>

Amount in Words for CY 2021: \_\_\_\_\_

**Note:**

- Basis for computation is two (2) decimal places and proper rounding off.
- Philhealth computation shall be based on 2021 Philhealth Contribution Table.

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Name/Signature of Authorized Representative

\_\_\_\_\_  
Date