

SUPPLEMENTAL / BID BULLETIN
Addendum No. 1

TITLE : Provision of Janitorial / Utility Manpower Services for DSWD Field Office VII CY 2024
ITB NO. : DSWD7-PB-2024-02
DATE : 30 November 2023

Issued pursuant to Section 22.5 of the IRR of Republic Act No. 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 Pre-bidding Conference held on **November 29, 2023**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section VI. Schedule of Requirements and Section VII. Technical Specifications	<ul style="list-style-type: none">➤ This supplemental/bid bulletin is issued to emphasize minor changes on these sections specifically on the total number of manpower which is from 28 janitors/utility manpower to the correct total number which is 27 janitors/utility manpower.➤ All changes are reflected in this bid bulletin.

Attached herewith are the revised **Section VI. Schedule of Requirements** and **Section VII. Technical Specifications.**

This Bid Bulletin shall form part of the bidding documents.

This is for the guidance and information of all concerned. Please be guided accordingly.

Sgd. PATRICIA R. MEGALBIO
Chairperson, Bids and Awards Committee II

Revised Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Description	Qty.	Office/Station	Work Schedules		Contract Duration
			Hours of Duty	Days of Duty	
I. Manpower					
Janitor/Utility	3	Field Office VII and ACSWD Office	8	Mon-Sat	7 Months
Landscaper	1	Field Office and Centers	8	Mon-Sat	7 Months
Janitor/Utility	2	Center Intervention Section / SWAD-Cebu Office	8	Mon-Sat	7 Months
Janitor/Utility (Male & Female)	2	Area Vocational Rehabilitation Center II (AVRC II), Camomot-Franza Rd., Labangon, Cebu City	8	Mon-Sat	7 Months
Janitor/Utility (Female)	1	Regional Haven for Women (RHW), Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	7 Months
Janitor/Utility (Female)	1	Home for Girls (HFG), Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	7 Months
Janitor/Utility	1	Reception and Study Center for Children (RSCC), Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	7 Months
Janitor/Utility	2	SWAD-Bohol Office & Warehouse, Tagbilaran City, Bohol	8	Mon-Sat	7 Months
Janitor/Utility	1	SWAD-Negros Office, Dumaguete City, Negros Oriental	8	Mon-Sat	7 Months
Janitor/Utility	1	Negros Warehouse, Dumaguete City, Negros Oriental	8	Mon-Sat	7 Months
Janitor/Utility	1	SWAD-Siquijor Office, Siquijor, Siquijor	8	Mon-Sat	7 Months
Janitor/Utility	1	Labangon Warehouse, Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	7 Months
Janitor/Utility	10	Visayas Disaster Response Center (VDRC), Mandaue City & NRA, Cebu City	8	Mon-Sat	7 Months
Total Manpower	27				
II. Tools & Supplies					
Basic tools and Cleaning supplies (as specified in the Terms of Reference)	1 lot	Per Janitor	Continually supplies to be delivered monthly		7 Months

I hereby certify to comply and deliver the goods within the above-stated period.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Revised Section VII. 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
I.	TECHNICAL EVALUATION PARAMETERS	
	<ol style="list-style-type: none"> 1. Stability <ol style="list-style-type: none"> a. Years of experience: The Service Provider should have at least five (5) years of experience in janitorial business. b. Must have an operational office within either in Cebu City/Talisay City/Mandaue City/Lapu-Lapu City. c. Liquidity of Service Provider: at least ₱1,000,000.00 (current assets minus stocks current liability, based on the Service Provider’s Balance Sheet as of December 31, 2022) 2. Resources <ol style="list-style-type: none"> a. Number of Janitors – with at least 40 trained janitors. 	
II.	JANITORIAL / UTILITY MANPOWER	
	<p>The Contractor shall provide 27 janitorial/utility manpower who are:</p> <ol style="list-style-type: none"> a. At least 2nd year high school level; b. Of good moral character and without criminal or police records; c. Physically and mentally fit, proven and supported by a medical certificate and with good grooming; d. Duly trained and skilled to function as janitorial or utility personnel; e. Must have basic knowledge and skills in cleaning, housekeeping and organizing things; f. Has the ability to work well under minimal supervision; g. Physically capable to lift or move things up to 10 kilos, if necessary; h. Can easily follow instructions/directions from supervisor; i. Preferably has basic skills on housekeeping/cleanliness/maintenance; j. At least one (1) skilled landscaper who can maintain and improve the landscape of the office. 	

	<p>The janitorial/utility personnel shall perform the following:</p> <ol style="list-style-type: none"> a. Maintain the cleanliness and orderliness of the office premises to include warehouses and grounds; b. Protect DSWD properties from damage or destruction in connection with the janitorial/maintenance activities rendered; c. Preserve confidentiality of DSWD records and information; d. Proper collection and disposal of garbage/waste materials; and e. Perform miscellaneous services whenever required (<i>i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures, equipment and supplies and other errand works</i>). 	
III.	SERVICE STANDARD/HOUSEKEEPING PLAN	
	<ol style="list-style-type: none"> 1. Deployed janitorial/utility personnel shall be professional, courteous and sensitive to the client's needs at all times; 	
	<ol style="list-style-type: none"> 2. The expected standard after cleaning and waste collection is as follows: <ol style="list-style-type: none"> a. Office Areas, to include warehouses: <ol style="list-style-type: none"> (i) All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris; (ii) All waste receptacles should be empty. 	
	<ol style="list-style-type: none"> 3. Washrooms and Toilets: <ol style="list-style-type: none"> a. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris; b. All sanitary fittings should be free from grime, dirt and smear. c. Grounds and Gardens: <ol style="list-style-type: none"> (i) All grounds should be freed from dry leaves and cleaned; (ii) Drainage system or canal should be properly cleaned; (iii) Gardens should be tilled and maintained the landscaped areas; and (iv) Plants should be regularly watered, well-trimmed and verdant. 	
	<ol style="list-style-type: none"> 4. Disinfection of work areas and frequently handled and touched objects such as toilets, door handles or door knob, countertops, switches and tables at least once every two (2) hours with appropriate disinfectant solution. 	

IV.	SERVICE LEVEL AGREEMENT	
	<ol style="list-style-type: none"> 1. The Service Provider agrees that the DSWD-FO VII through the end-users reserves the right to screen and accept or deny the deployment of any personnel recommended; 2. The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the janitors/utility personnel may be requested to provide service 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 Service Provider shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services; otherwise, liquidated damages as provided under RA 9184 will be charged against the Service Provider; 4. The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by law. They shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Service Provider; 5. The Service Provider 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 personnel assigned. Two (2) certified true copies of previous payroll with signatures of janitors/utility personnel shall also be submitted; 6. The Service Provider in the performance of its services shall secure, maintain at its own expenses all registrations, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider'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; 7. The Service Provider shall provide the personnel with appropriate uniforms, protective gears [<i>to include Personal Protective Equipment (PPE) and sanitizer</i>], if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times; 8. The Service Provider 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; 9. The bid price to be submitted shall be rounded off to two decimal places. Verification/evaluation of bids will be thru manual computation. 	

V.	BASIC TOOLS AND SUPPLIES	
	<p>The Service Provider shall continuously provide/equip each janitor/utility worker with the following cleaning tools/supplies for the whole duration of the contract:</p> <ol style="list-style-type: none"> 1. Toilet bowl cleaner, at least 3Liters 2. All-purpose cleaner 3. Glass cleaner, spray-type 4. Furniture cleaner, at least 300ml 5. Detergent soap, powder 6. Rags 7. Disinfectant Sanitizer Spray ($\pm 75\%$ alcohol, at least 450ml) 8. Baguio broom 9. Stick broom 10. Air freshener cake (naphthalene, circular, $\pm 80g$) 11. Water hose, $\frac{1}{2}$" dia., at least 15m 12. Garbage bag, XL, 100pcs/pack 13. Utility bag per utility 	

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: _____