

Supplemental/Bid Bulletin

Addendum No. 1
December 14, 2021

ITB No. DSWD7-PB-2021-12

PROVISION OF JANITORIAL MANPOWE 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 **December 11, 2020**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section I. Invitation to Bid	<ul style="list-style-type: none"> The reference number for this project has been corrected from ITB No. DSWD7-PB-20201-12 to <i>ITB No. DSWD7-PB-2021-12</i>. Participating bidder must take note of this, as this will affect other documents required in the submission of their bids.
Section III. Bid Data Sheet	<ul style="list-style-type: none"> Latest Certificate of No Pending cases from DOLE will be the recent certificate issued from DOLE.
Section VI. Schedule of Requirements	<ul style="list-style-type: none"> Typographical errors found in this section were corrected. The additional provision were agreed to be removed as it is not applicable to this project.
Section VII. Technical Specifications	<ul style="list-style-type: none"> It has been agreed that the contractor shall provide janitors / utility personnel who are <i>at least 2nd year high school, preferably high school graduate.</i> It was also agreed during the Prebid conference that a <i>certificate as reference that the Contractor has been paying its personnel not less than the minimum wage and other benefits mandated by law will be required during the conduct of Post-Qualification.</i>

Attached herewith are the revised **Section I. Invitation to Bid, Section III. Bid Data Sheet, Section VI. Schedule of Requirements and Section VII. Technical Specifications.**

For guidance and information of all concerned.

(SGD) GRAEME FERDINAND D. ARMECIN
Chairperson, Bids and Awards Committee I

Revised Section I. Invitation to Bid

Provision of Janitorial Manpower Services for CY 2021

ITB No. DSWD7-PB-2021-12

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2021 General Appropriations Act* intends to apply the sum of **Two Million Four Hundred Twenty-Four Pesos Only (₱2,424,000.00)** payments under the contract for the **Provision of Janitorial Manpower Services for CY 2021**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DSWD Field Office VII* now invites bids from **PhilGEPS registered service providers**. Delivery of the services is required within **Section VI. Schedule of Requirements**. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **single largest completed contract (SLCC)** similar to the Project, of **at least 50% of the ABC or amounting to at least ₱1,212,000.00**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted **through open competitive bidding procedures using a non-discretionary “pass/fail” criterion** as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 3, 2020** from the given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (₱5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees, they may present in person or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

6. The *DSWD Field Office VII* will hold a Prebid Conference on **December 11, 2020, Friday, 10:30 AM** at *DSWD Field Office VII Conference Room, Cebu City* and/or through *video-conferencing via Google Meet using the code: procurement7*, which shall be open to prospective bidders.

Note:

DSWD Field Office is implementing health screening and temperature check for all personnel, visitor's and client. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premise.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **December 23, 2020, Wednesday, 10:15 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **December 23, 2020, Wednesday, 10:30 AM** at *DSWD Field Office VII Conference Room, Cebu City* and/or *via Google Meet using the code: procurement7*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The *DSWD Field Office VII* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MS. AILEEN G. CUEVAS

Head, BAC Secretariat

DSWD – Field Office VII

M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City

Tel. Nos. (032) 2338785 local 140

Email Add: bac.fo7@dswd.gov.ph

Website: <https://fo7.dswd.gov.ph/>

December 3, 2020

(Sgd.) GRAEME FERDINAND D. ARMECIN
Chairperson, Bids and Awards Committee I

Revised Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="padding-left: 40px;">a. The name of the Contract is <i>Provision of Janitorial Manpower Services for CY 2021</i>, similar contracts shall refer to <i>Provision of Janitorial Manpower Services</i>.</p> <p style="padding-left: 40px;">b. completed within <i>three (3) years</i> prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP (state place of destination) or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="padding-left: 40px;">a. The amount of not less than Php 48,480.00 (<i>indicate the amount equivalent to two percent (2%) of ABC</i>), if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or</p> <p style="padding-left: 40px;">b. The amount of not less than Php 121,200.00 (<i>Indicate the amount equivalent of five percent (5%) of ABC</i>) if bid security is in Surety Bond.</p>
15	<i>Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. Copy 1 should be a replica of the original as to appearance and contents.</i>
19.2	<p><i>Detailed Evaluation and Comparison of Bids</i></p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>
19.3	<p><i>[In case the project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by the item, list each item indicating its quantity and ABC.]</i></p>

20.2	<i>[List here any project will be awarded by item, list each item indicating its quantity and ABC]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>
29.2	<ol style="list-style-type: none"> 1. Latest Income and Business Tax Returns, filed and paid through Electronic Filing and Payments System (EFPS), consisting of the following: <ol style="list-style-type: none"> a. Income Tax Return with proof of payment, and b. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the period. 2. Latest Certificate of No Pending Cases from DOLE, subject to evaluation with DOLE as to any pending cases filed after the issuance of the certification. 3. Latest Mayors Permit issued by the city/municipality where the Local Office is located. 4. BIR Certificate of Registration with line of business for Janitorial Services and/or to include Janitorial Services. 5. Certificate of Good Standing and Compliance with statutory obligation from SEC / DTI / PAGIBIG / PHILHEALTH & SSS.

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.

Item	Description	Qty.	Office/Station	Work Schedules		Contract Duration
				Hours of Duty	Days of Duty	
I	Manpower					
	Janitor (Female/Male)	4	Field Office VII and ACSWD Office	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	Crisis Intervention Section / SWAD-Cebu Office	8	Mon-Sat	8 Months
	Janitor (Male & Female)	2	Area Vocational Rehabilitation Center II (AVRC II), Camomot-Franza Rd., Labangon, Cebu City	8	Mon-Sat	8 Months
	Janitor (Female)	1	Home for Girls, Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	Reception and Study Center for Children (RSCC), Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	SWAD-Bohol Office & Warehouse, Tagbilaran City, Bohol	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	Warehouse, Dumaguete City, Negros Oriental	8	Mon-Sat	8 Months
	Janitor (Female/Male)	1	SWAD-Negros Office, Dumaguete City, Negros Oriental	8	Mon-Sat	8 Months
	Janitor (Female/Male)	5	Visayas Disaster Response Center (VDRC), Mandaue City	8	Mon-Sat	8 Months
TOTAL MANPOWER NEEDED – 17 JANITORIAL PERSONNEL						

II Tools & Supplies					
	Basic tools and Cleaning supplies	1 lot	Per Janitor	Continuous and sufficient supplies available at all times ***Supplies should-be delivered on the first week of the month	8 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.	Janitorial Manpower	
	<p>a. The Contractor shall provide 17 janitors / utility personnel who are:</p> <ol style="list-style-type: none"> 1. At least 2nd year high school, <i>preferably high school graduate</i> 2. Of good moral character and without criminal or police records; 3. Physically and mentally fit, proven and supported by a medical certificate and with good grooming; 4. Duly trained and skilled to function as janitorial personnel; 5. Must have basic knowledge and skills in cleaning, housekeeping and organizing things; 6. Has the ability to work well under minimal supervision; 7. Physically capable to lift or move things up to 10 kilos, if necessary; 8. Can easily follow instructions/ directions from supervisor; 9. Preferably has basic skills on housekeeping, gardening/landscaping. 	
	<p>b. The janitorial personnel shall perform the following:</p> <ol style="list-style-type: none"> 1. Maintain the cleanliness and orderliness of the assigned office premises; 2. Protect DSWD properties from damage or destruction in connection with the janitorial activities rendered; 3. Preserves confidentiality of DSWD records and information; 4. Proper collection and disposal of garbage; and 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. 	

	c. The Contractor shall continuously provide basic cleaning tools and supplies.	
II.	Technical Evaluation Parameters	
	<p>a. Stability</p> <ol style="list-style-type: none"> 1. Years of Experience - the Contractor should have at least 3 years of experience in the janitorial business. 2. Must have an operational office within Metro Cebu. 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) <p>b. Resources</p> <ol style="list-style-type: none"> 1. Number of Janitors – with a least 40 trained janitors 	
III.	Service Level Agreement	
	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 <i>during the Post-Qualification</i> .	
	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>	
IV.	Service Standard/Housekeeping Plan	
	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Office Areas: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 	

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

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: _____