

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE XII BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 1

for

DSWD12-AD-2022-002 Procurement of Hiring of Janitorial Service Provider for the Period of January to December 2022

This Supplemental Bid Bulletin No. 1 for **PhilGEPS Reference Number 8282867** is being issued after considering the queries, clarifications, recommendations, and suggestions raised by the prospective bidders within the prescribed period in Section II (9) Clarification and Amendment of Bidding Documents. The BAC hereby decides to include, revise, amend, delete, and/or adapt the following provisions:

PARTICULARS		CLARIFICATION/AMENDMENT/ADDENDUMS	
Terms of Reference		Terms of Reference	
II.	<p>SCOPE OF WORK</p> <p>4. Required Equipment, Tools, Supplies and materials</p> <p>The Administrative Division - General Services Section (AD-GSS) shall monitor the consumption of supplies to determine its adequacy and effectiveness and ensure that the required volumes of supplies are met.</p> <p>Supplies and cleaning materials to be supplied must pass the DTI Product Standard and to the extent possible, must be non-toxic, Eco-Friendly and possibly Philippine made supplies and materials. All equipment and tools must be provided one (1) day before the commencement of the contract. Please see attached list of Supplies and Materials to be supplied marked as "Annex A"</p>	II.	<p>SCOPE OF WORK</p> <p>4. Required Equipment, Tools, Supplies and materials</p> <p>The Administrative Division - General Services Section (AD-GSS) shall monitor the consumption of supplies to determine its adequacy and effectiveness and ensure that the required volumes of supplies are met.</p> <p>Supplies and cleaning materials to be supplied must pass the DTI Product Standard and to the extent possible, must be non-toxic, Eco-Friendly and possibly Philippine made supplies and materials. All equipment and tools must be provided one (1) day before the commencement of the contract. Please see attached list of Supplies and Materials to be supplied marked as "Annex A"</p>

LIST OF SUPPLIES AND MATERIALS TO BE SUPPLIED PER MONTH					LIST OF SUPPLIES AND MATERIALS TO BE SUPPLIED PER MONTH				
Item No.	Description	Total Quantity per Month	Total Quantity for Twelve (12) Months	Unit of Measure	Item No.	Description	Total Quantity per Month	Total Quantity for Twelve (12) Months	Unit of Measure
1	Disinfectant, 1 gal	24	288	Gallons	1	Disinfectant, 900ml	12	144	Gallons
2	Powder soap, 1 kg	24	288	Pieces	2	Powder soap, 1 kg	24	288	Pieces
3	Tissue paper	96	1152	Rolls	3	Tissue paper	96	1152	Rolls
4	Deodorizer spray	24	288	Cans	4	Deodorizer spray	24	288	Cans
5	Hand rubber gloves (Pair)	24	288	Pieces	5	Hand rubber gloves (Pair)	24	288	Pieces
6	Sponge	24	288	Pieces	6	Double-Sided Sponge	24	288	Pieces
7	Glass Cleaner, 1 gal	12	144	Gallons	7	Glass Cleaner, 1 gal	12	144	Gallons
8	Liquid Hand Soap (500ml)	24	288	Pieces	8	Liquid Hand Soap (500ml)	24	288	Pieces
9	Deodorant Cake 99% 50 gms	24	288	Pieces	9	Deodorant Cake 99% 50 gms	24	288	Pieces
10	All-purpose cleaner Concentrated, 1 gal	12	144	Gallons	10	All-purpose cleaner Concentrated, 1 gal	12	144	Gallons
11	Mop Head	24	288	Pieces	11	Mop Head	12	144	Pieces
12	Trash bag (for 100 liters capacity)	12	144	Pieces	12	Trash bag (for 100 liters capacity)	12	144	Pieces
					Additional Instructions: 1. The Procuring Entity shall provide a uniform template or form for the computation of the prospective bidder's bid quotations. (Please see attached Annex "B" form) 1.a No. of days per week is 6 days; 1.b No. of Days per year is 313; 1.c Daily minimum wage is P336.00; and 1.d No. of hour work per day is 8 hours. 2. In case of tie occurred between the bidders, the Bids and Awards Committee (BAC) recommends awarding through;				

	<p>2.a Tossing of Coin if a tie occurs between two (2) bidders, and</p> <p>2.b Draw lots if a tie occur between at least two (2) bidders.</p>
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All terms, conditions and instructions to bidders specified in the Bidding Documents inconsistent with this Bid Bulletin are hereby amended, modified and superseded accordingly.

For further inquiries, you may coordinate with the Bids and Awards Committee Secretariat at Tel. (83) 228-8637 or email us at procurement.fo12@dswd.gov.ph.

For the information and guidance of all concerned.

Issued this 21st day of December 2021.

(Signed) BAILANO SALIK-ALI
Chairperson, Bids and Awards Committees

Annex "A"

Below are the list of supplies, materials and equipment/tools to be supplied by the service provider in the performance of contract and services:

LIST OF SUPPLIES AND MATERIALS TO BE SUPPLIED PER MONTH				
Item No.	Description	Total Quantity per Month	Total Quantity for Twelve (12) Months	Unit of Measure
1	Disinfectant, 900ml	12	144	Gallons
2	Powder soap, 1 kg	24	288	Pieces
3	Tissue paper	96	1152	Rolls
4	Deodorizer spray	24	288	Cans
5	Hand rubber gloves (Pair)	24	288	Pieces
6	Double-Sided Sponge	24	288	Pieces
7	Glass Cleaner, 1 gal	12	144	Gallons
8	Liquid Hand Soap (500ml)	24	288	Pieces
9	Deodorant Cake 99% 50 gms	24	288	Pieces
10	All-purpose cleaner Concentrated, 1 gal	12	144	Gallons
11	Mop Head	12	144	Pieces
12	Trash bag (for 100 liters capacity)	12	144	Pieces

LIST OF SUPPLIES AND MATERIALS TO BE SUPPLIED PER QUARTER				
Item No.	Description	Total Quantity per quarter	Total Quantity per year	Unit of Measure
1	Muriatic Acid, 1 gal	2	8	Gallons
2	Soft broom	12	48	Pieces

LIST OF SUPPLIES AND MATERIALS TO BE SUPPLIED PER SEMI-ANNUAL				
Item No.	Description	Total Quantity per 6 Months (semi-annually)	Total Quantity per year	Unit of Measure
1	Dustpan	12	24	Pieces
2	Stick broom	12	24	Pieces

LIST OF SUPPLIES AND EQUIPMENT TO BE SUPPLIED				
Item No.	Description	Total Quantity per Year	Total Quantity for Twelve (12) Months	Unit of Measure
1	Aluminium Ladder	2	2	Unit
2	Pressure Washer	2	2	Unit
3	Rubber water hose 30 meters	2	2	Rolls
4	Mop squeezer Bucket and Wringer, Heavy Duty	12	12	Units



5	Extension wire – 30 meters	2	2	Sets
6	Floor polisher, Heavy Duty	2	2	Units
7	Vacuum cleaner, 1 set (Wet & Dry)	2	2	Set
8	Push Cart/Utility Cart, 1 set	12	12	sets
9	Warning Device (A-Type)	12	12	Pieces
10	Mop Handle, Heavy Duty	12	12	Pieces
11	Push Brush	12	12	Sets
12	Knap sack, 1 set	2	2	Units
13	Toilet Brush, 1 set	12	12	Sets
14	Expandable pole	5	5	Units
15	Glass Squeegee	12	12	Pieces
16	Scraper	12	12	Pieces

Annex "B"

Below are the breakdown of estimated contract per month for the Janitorial Services for One (1) Year Contract:

Item no.	Description				Total Price
	No. of Days per Week	No. of Days per year	No. of Hour Work per Day	Daily Wage	
	6	313	8	336	
	Amount Directly to Janitor				
	Basic Pay				
	13 th Month pay				
	Incentive Pay				
	Uniform Allowance				
A.	TOTAL AMOUNT DIRECTLY TO JANITOR				
	Amount to Government in favour of the Janitor				
	SSS Premium				
	Philhealth Contribution				
	EC Insurance Premiums				
	PAG-IBIG Fund Contribution				
B.	TOTAL AMOUNT TO GOVERNMENT IN FAVOR OF JANITOR				
C.	TOTAL PAID TO JANITOR AND GOVERNMENT				
D.	ADMINISTRATIVE OVERHEAD AND AGENCY FEE				
E.	Estimated cost of Supplies, Materials, & Equipment				
F.	VALUE ADDED TAX				
G.	TOTAL CONTRACT RATE FOR EIGHT (8) HOURS				
H.	TOTAL AMOUNT FOR FIFTEEN (15) JANITORIALS PER MONTH				
I.	TOTAL AMOUNT FOR ONE (1) YEAR				
	(AMOUNT IN WORDS)				