

**SUPPLEMENTAL / BID BULLETIN NO. 01**

**TITLE** : Supplemental Bid Bulletin for Early Procurement Activity for the Procurement of Hiring of Janitorial Service Provider (January to December 2023)

**ITB NO.** : DSWD12-2022-GSS-004-EPA

**DATE** : 14 December 2022

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

PARTICULARS	CLARIFICATION / AMENDMENT / ADDENDUMS
These are the following clarifications, corrections, and amendments taken after further checking and review of the requirements for <b>Terms of Reference</b> .	
<p><b>II. Scope of Work, No. 4 and No. 5 Requirement</b></p> <p><b>4. Required Supplies and Materials</b></p> <p>The DSWD FO XII thru the Administrative Division - General Services Section (AD-GSS) shall provide for the needed supplies and materials for the performance of the above services. <u>Please see attached list of Equipment and tools to be supplied marked as "Annex A" (delete and add this statement to item No. 5)</u></p> <p>5. The tools and equipment listed under Annex A shall be returned to the Service Provider upon completion of the contract.</p>	<p><b>II. Scope of Work, No. 4 and No. 5 Requirement</b></p> <p><b>4. Required Supplies and Materials</b></p> <p>The DSWD FO XII thru the Administrative Division - General Services Section (AD-GSS) shall provide for the needed supplies and materials for the performance of the above services.</p> <p>5. The tools and equipment listed under Annex A shall be returned to the Service Provider upon completion of the contract. <u>Please see attached list of Equipment and tools to be supplied marked as "Annex A"</u></p>
<p><b>IV. BUDGETARY REQUIREMENTS</b></p> <p>If during the effectivity of the Contract between the <b>Service Provider</b> and the DSWD FO XII, a wage order or pertinent laws shall be implemented increasing the minimum wage or providing additional benefits to employees in private sector, the rates herein shall be adjusted accordingly. The Service Provider shall comply with the wage increase. Salary</p>	<p><b>IV. BUDGETARY REQUIREMENTS</b></p> <p>If during the effectivity of the Contract between the <b>Service Provider</b> and the DSWD FO XII, a wage order or pertinent laws shall be implemented increasing the minimum wage or providing additional benefits to employees in private sector, the rates herein shall be adjusted accordingly. The Service Provider shall comply with the wage increase. Salary</p>

<p>adjustment within the Contract Duration under DOLE Wage Order shall be on account of the Service Provider. <b><u>DSWD FO XII shall adjust the contract ( add in the provision the inclusion of the increase in premiums and contributions from other agencies)</u></b></p> <p><b>V. QUALIFICATION REQUIREMENTS</b></p> <p>8. The <b>SERVICE PROVIDER</b> is willing to absorb <b><u>(add in the statement the “upon recommendation of the procuring entity”)</u></b> at least fifty percent (50%) of existing janitorial personnel assigned to DSWD Field Office XII to its existing standards.</p>	<p>adjustment within the Contract Duration under DOLE Wage Order shall be on account of the Service Provider. DSWD FO XII shall adjust the contract <b><u>including the increase in premiums and contributions from other agencies.</u></b></p> <p><b>V. QUALIFICATION REQUIREMENTS</b></p> <p>9. The <b>SERVICE PROVIDER</b> is willing to absorb <b><u>upon recommendation of the procuring entity</u></b> at least fifty percent (50%) of existing janitorial personnel assigned to DSWD Field Office XII to its existing standards.</p>
<p><b>Clarifications on Annex “B”</b> No. of days per week and per year, and No. of Hours per day should be clearly stated for uniform reference of the prospective bidders.</p>	<p><b>Annex “A”</b> No. of days per week: <u>6</u> No. of days per year: <u>313</u> No. of hour work per day: <u>8</u></p>

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

**(Sgd.) BAILANO A. SALIK**  
*Chairperson, Bids and Awards Committee*

Please accomplish the portion below and email at [procurement.fo12@dswd.gov.ph](mailto:procurement.fo12@dswd.gov.ph).

Received from DSWD, **Supplemental/Bid Bulletin No. 01** for the **Early Procurement Activity for the Procurement of Hiring of Janitorial Service Provider (January to December 2023)** (ITB No. DSWD12-2022-GSS-004-EPA)

**RECEIVED BY** : \_\_\_\_\_ **DATE:** \_\_\_\_\_  
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