



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated March 17, 2015 for the Project, "Provision of Janitorial Manpower Services" is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS	CLARIFICATION/AMENDMENT
INVITATION TO BID 6. Bids must be delivered to the address below on or before March 25, 2015, 1:00 p.m. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18. Bid opening shall be on March 25, 2015, 1:00 p.m. at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.	INVITATION TO BID 6. Bids must be delivered to the address below on or before March 25, 2015 , MARCH 24, 2015 , 1:00 p.m. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18. Bid opening shall be on March 25, 2015 , MARCH 24, 2015 , 1:00 p.m. at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
SECTION III. BID DATA SHEET 15.1 17.1 Bids will be valid until July 23, 2015. 18.2 The bid security shall be valid until July 23, 2015.	SECTION III. BID DATA SHEET 15.1 THE BIDDER SHALL FILL IN NECESSARY INFORMATION AND ROUND OFF RATES AND PRICES TO THE NEAREST TWO DECIMAL POINTS. 17.1 Bids will be valid until July 23, 2015 JULY 22, 2015. 18.2 The bid security shall be valid until July 23, 2015 JULY 22, 2015.


PARTICULARS	CLARIFICATION/AMENDMENT
<p>21. The address for submission of bids is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The deadline for submission of bids is March 25, 2015, 1:00 p.m.</p> <p>Late bids shall not be accepted.</p> <p>24.1 The place of bid opening at BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The date and time of bid opening is March 25, 2015, 1:00 p.m.</p> <p>29.2 Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> <ul style="list-style-type: none"> - 2013 Income Tax Return with proof of payment - VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from August 2014 to January 2015. 	<p>21. The address for submission of bids is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The deadline for submission of bids is March 25, 2015, MARCH 24, 2015, 1:00 p.m.</p> <p>Late bids shall not be accepted.</p> <p>24.1 The place of bid opening at BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The date and time of bid opening is March 25, 2015, MARCH 24, 2015, 1:00 p.m.</p> <p>29.2 Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> <ul style="list-style-type: none"> - 2013 Income Tax Return with proof of payment - VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from August 2014 to January 2015. <p>- THE BIDDER WITH THE LCB SHALL ALSO SUBMIT A HOUSEKEEPING PLAN SPECIFIED UNDER SECTION VII. TECHNICAL SPECIFICATIONS.</p>
<p>SECTION VII. TECHNICAL SPECIFICATIONS</p> <p>I. Janitorial Manpower</p> <p>xxx xxx xxx</p> <p>The Contractor shall be required to submit to the AS Director a sworn statement or other pertinent documents as proof of compliance with the foregoing.</p>	<p>SECTION VII. TECHNICAL SPECIFICATIONS</p> <p>I. Janitorial Manpower</p> <p>xxx xxx xxx</p> <p>The Contractor, UPON RECEIPT OF THE NOTICE OF AWARD, shall be required to submit to the AS Director a sworn statement or other pertinent documents as proof of compliance with the foregoing.</p>

PARTICULARS	CLARIFICATION/AMENDMENT
<p>II. Additional Set of Technical Evaluation Parameters</p> <p>xxx xxx xxx</p> <p>a.2. Liquidity of Contractor - at least P5,000,000.00 (current assets minus stocks minus current liability, based on the Contractor's Balance Sheet as of December 31, 2013)</p> <p>xxx xxx xxx</p> <p>c. Housekeeping Plan - said Plan must be tailored fit to the service requirements of the DBM. The Contractor shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan. The Housekeeping Plan should accordingly be made part of the Contractor's submission.</p>	<p>II. Additional Set of Technical Evaluation Parameters</p> <p>xxx xxx xxx</p> <p>a.2. Liquidity of Contractor - at least P5,000,000.00 (current assets minus stocks INVENTORY STOCKS OR SUPPLIES INVENTORY, AS APPLICABLE, minus current liability, based on the Contractor's Balance Sheet as of December 31, 2013)</p> <p>xxx xxx xxx</p> <p>c. Housekeeping Plan - said Plan must be tailored fit to the service requirements of the DBM. The Contractor shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan. The Housekeeping Plan should accordingly be made part of the Contractor's submission SHALL BE SUBMITTED TOGETHER WITH THE ADDITIONAL DOCUMENTS STATED IN ITB CLAUSE 29.2.</p> <p>Attached is the revised Section VII. Technical Specifications.</p>
<p>BID FORM</p> <p>Note: * Only the bids for items D, E, F, G and I shall be indicated by the bidder.</p>	<p>BID FORM</p> <p>Note: * Only the bids for items D, E, F, G and I shall be indicated by the bidder.</p> <p>ALL RATES AND PRICES SHALL BE ROUNDED OFF TO THE NEAREST TWO DECIMAL POINTS.</p> <p>Attached is the revised Bid Form.</p>

Other matters:

- For authentication purposes, all pages of the bid should be initialed by the authorized signatory.
- The “**No Contact Rule**” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective March 24, 2015 right after the opening of bids.
- For guidance and information of all concerned.


ATTY. JANET B. ABUEL

Chairperson
 **DBM BAC**

Section VII. Technical Specifications

(Revised)

Bidders must state either "Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification".

Item	Specifications	Statement of Compliance
I.	<p>Janitorial Manpower</p> <p>a. The Contractor shall provide 51 Janitorial Personnel (inclusive of 1 working Janitorial Supervisor) who are:</p> <ul style="list-style-type: none"> a.1. Of good moral character and without criminal or police records a.2. Physically and mentally fit, as evidenced by a medical certificate a.3. Duly trained and skilled to function as Janitorial Personnel <p>The Contractor, upon receipt of the notice of award, shall be required to submit to the AS Director a sworn statement or other pertinent documents as proof of compliance with the foregoing.</p> <p>b. The Contractor shall assign a Roving Supervisor, at no additional cost to the DBM, aside from the Janitorial Supervisor, to monitor the performance of the Janitorial Personnel and handle the consolidation of daily timecards.</p> <p>c. The Janitorial Personnel shall perform the following:</p> <ul style="list-style-type: none"> c.1. Maintain the cleanliness and orderliness of the office premises in accordance with the Service Level Agreement (Annex A) and the Housekeeping Plan to be submitted by the Contractor during the Contract implementation, taking into account the following: <ul style="list-style-type: none"> c.1.1. Protection of DBM properties from damage or destruction in connection with the janitorial activities rendered; c.1.2. Preservation of confidentiality of DBM records; and c.1.3. Proper collection and disposal of garbage. c.2. Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences, hauling of office furniture, fixtures and equipment, and other errand works within DBM premises). <p>d. The Contractor shall provide, at a minimum, the following cleaning equipment/tools in good running condition:</p> <ul style="list-style-type: none"> d.1. Heavy duty floor polisher, size 20", 1 unit d.2. Heavy duty floor polisher, size 16", 8 units d.3. Mop wringer/squeezer, 8 units d.4. Glass squeegee, 18 sets d.5. Heavy duty vacuum cleaner, 4 units d.6. Stainless step ladder, 6 ft., 6 units d.7. Stainless step ladder, 14 ft., 2 units d.8. Heavy duty push cart (big), 8 units d.9. Heavy duty garbage buggy, 3 units d.10. Floor warning sign, 16 units d.11. Spatula, 32 pieces d.12. Wheel barrow, 2 units d.13. Grass cutter, 2 pieces d.14. Garden tools, 2 sets d.15. Garden hose, 100 meters/set, 2 sets 	

7

(Cont')

Item	Specifications	Statement of Compliance
	<p>e. The following areas shall be covered by the Janitorial Services, comprising of office spaces, conference rooms, pantries, stock rooms, comfort rooms, hallways and common areas:</p> <p>e.1. Building I (2 storey), 2,500 sq. m. e.2. Building II (4 storey with roof deck), 13,464 sq. m. e.3. Building III (2 storey), 2,692 sq. m. e.4. Multi Purpose Building with Gym, 960 sq. m.</p>	
II.	<p>Additional Set of Technical Evaluation Parameters</p> <p>a. Stability</p> <p>a.1. Years of Experience - at least 5 years in the janitorial business</p> <p>a.2. Liquidity of Contractor - at least P5,000,000.00 (current assets minus inventory stocks or supplies inventory, as applicable, minus current liability, based on the Contractor's Balance Sheet as of December 31, 2013)</p> <p>a.3. Organizational Set-up - with good and efficient office set-up, personnel, office tools, and equipment</p> <p>b. Resources</p> <p>b.1 Number and Kind of Equipment and Supplies - with the minimum number and kind of equipment and supplies as specified under Section VI. Schedule of Requirements</p> <p>b.2 Number of Janitors - with at least 51 janitors</p> <p>b.3 Number of Supervisors - at least 5 supervisors</p> <p>c. Housekeeping Plan - said Plan must be tailored fit to the service requirements of the DBM. The Contractor shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan. The Housekeeping Plan shall be submitted together with the additional documents stated in ITB Clause 29.</p>	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Authorized Representative

Date

SERVICE LEVEL AGREEMENT

1.0 General Conditions:

- 1.1 The Contractor agrees that the DBM-CO, through the Administrative Service (AS), reserves the right to screen and accept or deny the deployment of any personnel recommended by the Contractor.
- 1.2 The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the personnel may be requested to provide assistance outside the regular working hours or during weekends or holidays, upon the written approval of the AS Director.
- 1.3 The DBM has the right to effect changes in the assignment/deployment of the janitors at anytime during the contract period, through a written notice to the Contractor. Likewise, the DBM may increase or decrease the number of janitors as may be necessary and reserves the right to increase, reduce, or limit the scope of services of the Contractor. In such event, any corresponding adjustment in the cost shall not exceed the contract price.
- 1.4 The Contractor shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.
- 1.5 The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by the 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.
- 1.6 The Contractor shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by SSS, PhilHealth or Pag-IBIG, as proof of remittances for SSS, PhilHealth and Pag-IBIG premiums of the Janitorial personnel assigned in the DBM.
- 1.7 The Contractor in the performance of its services shall secure, maintain at its own expense 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.
- 1.8 The Contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.
- 1.9 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 the work.

2. Specific Conditions:

Each area shall be cleaned to a minimum service specification as detailed in the table below:

COVERAGE	DESCRIPTION OF TASK	FREQUENCY[1]
OFFICES/ RECEPTION AREAS/ HALL AND STAIRWAYS	Empty waste bins and wash out, if required	Daily
	Water indoor plants	Daily
	Bring out indoor plants	Once a week
	Machine scrub and buff hard floors	Once a week
	Wipe/clean window shades; clean inside windows; clean door jams/balusters/ handrails; clean glass walls/partitions	Once a week
	Machine scrub and buff hard floors	Once a week
	Remove cobwebs (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain mark	Once a month
	Wet cleaning/dusting/vacuuming upholstered furniture/office chairs	Once a month
	Dust Mop/Spot Mop/Buf the floors;	As necessary*
OFFICE SPACES	Damp wipe office tables and chairs	Daily
	Damp wipe office equipment, i.e., computer screens, keyboards, calculator; telephone, desk lamp, filing cabinets, etc.	Daily
	Remove cobwebs (ceiling, lighting fixtures, etc.)	Once a month
	Wash walls with dirt and stain mark	Once a month
	Wet cleaning/dusting/vacuuming upholstered furniture/office chairs	Once a month
	Dust mop/spot mop/buff floors	As necessary*
MULTIPURPOSE HALL/ CONFERENCE ROOMS/ LIBRARY/	Empty paper/waste bins, wash out, if required	Daily
	Damp dust table tops, re-arrange chairs	Daily
	Machine scrub and buff hard floors	Thrice a week
	Wipe/clean window shades, inside windows, door jams, glass walls/partitions	Once a week
	Remove cobwebs on ceiling, lighting fixtures, etc.	Once a month
	Wash walls, window sills, surrounds and other vertical ledges with dirt and stain marks	Once a month
	Wet clean, dust and vacuum upholstered furniture	Once a month
	Dust mop/spot mop/buff floors	As necessary*
WASHROOMS AND TOILETS	Mop clean, disinfect and dry floors	As necessary*
	Wash, clean and disinfect urinals and toilet bowls	As necessary*
	Empty and wash waste bins	As necessary*
PANTRY	Damp wipe and polish with dry cloth the refrigerator, oven, etc.	Thrice a week
	Disinfect floors, pantry sink and pantry cabinets	Once a week
	Dust mop/spot mop the floors, pantry sink, and pantry cabinets	As necessary*
MULTIPURPOSE BUILDING/ GYM	Clean bleachers and shower rooms	Daily
	Clean and remove dusts from equipment, handrails and stairways	Daily
RECORDS AREA/ STOCKROOMS	Clean the floors and remove dusts from equipment and files	Once a week

COVERAGE	DESCRIPTION OF TASK	FREQUENCY[1]
DBM GROUNDS	Clear rubbish from path walks, driveways, parking areas, park, etc.	Daily
	Water outdoor plants	Twice Daily
	Trim of plants	Twice a month or as necessary

Note:

[1] Frequency may be changed during the contract implementation, upon the instruction of the Head of the Administrative Service

"As necessary" means to be checked once a day and cleaned if necessary.

2.1 Service Standard

Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times.

The expected standard after cleaning and waste collection is as follows:

Office Areas

- ✓ All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris.
- ✓ All waste receptacles empty.

NOTE: Papers, files and electronic equipment will not be removed or adjusted while cleaning (where applicable), unless prior permission has been obtained from the employee concerned.

Washrooms and Toilets

- ✓ All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris.
- ✓ All sanitary fittings should be free from grime, dirt and smear.

2.2 The duties of the assigned Janitorial Supervisor shall include but not limited to the following:

- ✓ Make rounds to check his/her subordinates, provide special cleaning instructions and/or assignments, and ascertain compliance with directives.
- ✓ Conduct inspection to check cleanliness and orderliness of the premises, and inform his/her subordinates of corrections necessary.
- ✓ Determine materials, supplies needed and timely inform the Head of the AS-General Services Division, of the requirement.
- ✓ Train subordinate on proper cleaning methods, use of equipment, safety practices and work regulations.

Bid Form (Revised)

Date: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]*.

Particulars	No. of Janitorial Personnel	Monthly Rate (in PhP) *	Annual Rate (in PhP) *
A. Wage, COLA, Leave Benefits, 13th month pay		677,335.25	8,128,023.00
Basic wage rate/month (@ P451.00/day)	51	598,026.00	7,176,312.00
COLA (@ P15.00/day)	51	19,890.00	238,680.00
Vacation/Sick Leave Benefits	51	9,583.75	115,005.00
13th month pay	51	49,835.50	598,026.00
B. Employer's Share to Gov't. in Favor of the Janitor		59,542.50	714,510.00
SSS Premium (Circular 22-P: ER Contribution Only)	51	46,920.00	563,040.00
PhilHealth Premium (Employer's Share Contribution)	51	7,012.50	84,150.00
Pag-IBIG Fund Premium	51	5,100.00	61,200.00
ECC	51	510.00	6,120.00
C. Total Compensation (A + B)		736,877.75	8,842,533.00
D. Administrative and Operating Overhead and Margin, including Cost for Cleaning Equipment/Tools (between 10% to 15% of C)			
E. Total Compensation and Administrative and Operating Overhead and Margin, including Cost for Cleaning Equipment/Tools (C + D)			
F. VAT (12% of E)			
G. Total Cost inclusive of VAT (E + F)			
H. Contingency to Cover Cost of Additional Janitors that may be required and Cost of Overtime Services		166,734.79	2,000,817.50
I. GRAND TOTAL			

Note: * Only the bids for items D, E, F, G and I shall be indicated by the bidder.
All rates and prices shall be rounded off to the nearest two decimal points.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____