



SUPPLEMENTAL BID BULLETIN NO. 1

June 24, 2024

**AMENDMENTS ON THE PHILIPPINE BIDDING DOCUMENTS FOR THE
PROCUREMENT OF JANITORIAL SERVICES FOR DARCO FOR CY 2024
(REBID)**

Reference No.: PDB-043A-24-01

This Supplemental Bid Bulletin No. 1 is issued to amend certain provisions of the Bid Data Sheet, Schedule of Requirements, Technical Specifications, and Bid Forms to address the queries of the prospective bidder that were raised during the Pre-Bid Conference held on June 19, 2024.

NO.	SECTIONS/ CLAUSES AFFECTED	AS ISSUED IN THE PBDs	AMENDMENTS
	<p>Section III. Bid Data Sheet</p> <p>ITB Clause 19.3</p> <p>ITB Clause 16.1.</p> <p>ITB Clause 20.2</p>	<p>The Project calls for the provision of One Hundred Twenty (120) janitors and two (2) supervisors for eight (5) months with the total ABC of Philippine Pesos Fifteen Million Seven Hundred Ninety-Five Thousand Five Hundred Seventy-Six and 67/100 only (PhP15,795,576.67).</p> <p>During Post-Qualification, each bidder shall submit additional four (4) copies of the first and second components of its bid.</p> <p>The following income,.....: 1. Latest Income Tax Returns for 2022-2021 for fiscal/calendar year; and 2. Value Added Tax Returns (Form 2550Q) or Percentage Tax Returns (Form 2551M) covering the last two</p>	<p>The Project calls for the provision of One Hundred Twenty (120) janitors and two (2) supervisors for five (5) months with the total ABC of Philippine Pesos Fifteen Million Seven Hundred Ninety-Five Thousand Five Hundred Seventy-Six and 67/100 only (PhP15,795,576.67).</p> <p>During post-qualification, each bidder shall submit an additional five (5) copies of the first and second components of its bid.</p> <p>The following income,.....: 1. Latest Income Tax Returns for 2022-2023 for fiscal/calendar year; and 2. Value Added Tax Returns (Form 2550Q) or Percentage Tax Returns (Form 2551M) covering the 4th</p>

quarters of 2023

The income tax,..... xxxxxx (EFPS).

quarter of 2023 and the 1st quarter of 2024.

The income tax,.....xxxxxx(EFPS).

Certification of training attended with National Certificate (NC) II for janitorial personnel issued by TESDA, and other relevant certificates shall be submitted and made available upon the conduct of the post-qualification.

Section VI. Schedule of Requirements

Deployment Schedule for CY 2024

POST ASSIGNMENT	1st Shift*	2nd Shift*	No. of Janitors
	6am – 3pm	7am – 4pm	
DAR Main Building			
1st Floor	3	9	12
Comfort Rooms (right and left wings)	4	-	4
2nd Floor	4	6	10
Comfort Rooms (right and left wings)	2	-	2
3rd Floor	3	7	10
Comfort Rooms (right and left wings)	2	-	2
4th Floor	3	9	12
Comfort Rooms (right and left wings)	2	-	2
5th Floor	4	10	14
Comfort Rooms (right and left wings)	2	-	2
DARAB	2	6	8
DARAB Dorm	1	1	2
Motorpool Building (1st Floor & Dorm) and Warehouse	1	1	2
GSD Maintenance Section	-	1	1
Multi-Purpose Gym including Executive Lounge at the Mezzanine	1	2	3
BLTI	2	4	6
FAPsO Bldg. (1st, 2nd and 4th floors) and ADB Annex Bldg.	4	8	12
Grounds/Gardens/Ramp/Records Container Van	7	7	14
PAIC and clients area		1	1
Elevator		1	1
Supervisors	1	1	2
TOTAL	48	74	122

POST ASSIGNMENT	1st Shift*	2nd Shift*	No. of Janitors
	7am – 4pm	9am – 6pm	
DAR Main Building			
1st Floor	3	9	12
Comfort Rooms (right and left wings)	2	2	4
2nd Floor	4	6	10
Comfort Rooms (right and left wings)	1	1	2
3rd Floor	3	7	10
Comfort Rooms (right and left wings)	1	1	2
4th Floor	3	9	12
Comfort Rooms (right and left wings)	1	1	2
5th Floor	4	10	14
Comfort Rooms (right and left wings)	1	1	2
DARAB	2	6	8
DARAB Dorm	1	1	2
Motorpool Building (1st Floor & Dorm) and Warehouse	1	1	2
GSD Maintenance Section	-	1	1
Multi-Purpose Gym including Executive Lounge at the Mezzanine	1	2	3
BLTI	2	4	6
FAPsO Bldg. (1st, 2nd and 4th floors) and ADB Annex Bldg.	4	8	12
Grounds/Gardens/Ramp/Records Container Van	7	7	14
PAIC and clients area		1	1
Elevator		1	1
Supervisors	1	1	2
TOTAL	42	80	122

(Please see the Deployment Schedule for CY 2024 for your reference).

Description of Task and Frequency

C. MONTHLY ACTIVITIES

- Cleaning of ceiling light diffuser.
- Dusting & cleaning of ceilings
- Washing & laundering of curtains & draperies
- Trimming of plants and trees

C. MONTHLY ACTIVITIES

- Cleaning of ceiling light diffuser.
- Dusting & cleaning of ceilings
- Washing & laundering of curtains & draperies
- Trimming of plants and trees
- Mowing of grass**

Section VII. Technical Specifications/Terms of Reference		
Item No. 1	Duration of the janitorial contract to be bid shall be for eight (5) months covering Aug. 1 – December 31, 2024.	Duration of the janitorial contract to be bid shall be for five (5) months covering Aug. 1 – December 31, 2024.
Item No. 2	The approved budget for the contract (ABC) is for the eight (8) months coverage. xxx ...	The approved budget for the contract (ABC) is for the five (5) months coverage. xxx ...
Item No. 4 Service Level Agreement	r. The Service Provider shall ensure proper usage of supplies based on the average monthly/quarterly requirements. If in case supplies are depleted ahead of the prescribed period, the Service Provider shall shoulder the expenses for carrying out its duties and obligations. The list of quarterly supplies to be provided to DAR is attached as Annex B, the total amount of which shall not exceed the allocated amount stipulated in the breakdown of the ABC.	r. The Service Provider shall ensure proper usage of supplies based on the average monthly requirements. If in case supplies are depleted ahead of the prescribed period, the Service Provider shall shoulder the expenses for carrying out its duties and obligations. The list of monthly supplies to be provided to DAR is attached as Annex A-2 , the total amount of which shall not exceed the allocated amount stipulated in the contract. (Please see the attached Annex “A-2” for your reference).
Item No. 5 Additional Requirements	<p>a) xxx b) xxx c) xxx</p> <p>d) Certification for minimum qualifications of personnel stating that they are of good moral character, at least 18 years old, physically and mentally fit, with 5 years supervisory experience for supervisors. Said qualifications must be supported by proof/s such as medical certificates, copy of COVID-19 Vaccine Cards, NBI/Police Clearance, certification of training attended with National Certificate (NC) II for janitorial personnel issued by TESDA, and other relevant certificates. Proof of monthly remittance of premiums to</p>	<p>a) xxx b) xxx c) xxx</p> <p>d) Certification for minimum qualifications of personnel stating that they are of good moral character, at least 18 years old, physically and mentally fit, with 5 years of supervisory experience for supervisors. Said qualifications must be supported by proof/s such as medical certificates, copy of COVID-19 Vaccine Cards, and NBI/Police Clearance which shall be submitted during bid opening.</p> <p>Certification of training attended with National Certificate (NC) II for janitorial personnel issued by</p>

SSS, PhilHealth, PAG-IBIG and ECC for the benefits of the janitorial personnel in the past year's contract which shall be provided/ made available during Post-Qualification.

e) Certification stating that all personnel to be deployed have been oriented and have fully understood the health and safety protocols as mentioned in item.

TESDA, and other relevant certificates shall be submitted and made available upon the conduct of the post-qualification.

e) Latest proof of monthly remittance and certificate of updated monthly remittance of premiums to SSS, PhilHealth, PAG-IBIG, and ECC for the benefits of the janitorial personnel in the past year's contract which shall be provided/ made available during bid opening.

f) Certification stating that all personnel to be deployed have been oriented and have fully understood the health and safety protocols as mentioned in the item.

Section IX. Bid Forms

Annex A-1 Price Schedule for Goods Offered from Within the Philippines

A. Monthly Minimum Wage Rates	
I. Daily Minimum Wage Rate effective 16 July 2023 xxx ...	PhP 610.00
II. Monthly Rate (Daily Wage x 313 days /12)	15,910.83
III. Service Incentive Leave	-----
IV. 13th Month Pay	-----
Sub-Total	Php -----
B. Employer's Share to Government xxx ...	
SSS	-----
Philhealth	-----
PAG-IBIG	-----
C. xxx ...	-----
D. Agency Fee (Administrative and Operating Overhead and Margin, Including Cost for Cleaning Equipment, Tools)	

E. VAT (12% of C+D)	-----
F. Monthly Rate per Janitorial Personnel (C+D + E)	-----
F.1 Monthly Rate for 122 Janitorial Personnel	-----

A. Monthly Minimum Wage Rates	
I. Daily Minimum Wage Rate effective 16 July 2023 xxx ...	PhP 610.00
II. Monthly Rate (Daily Wage x 313 days /12) minimum	15,910.83
III. Service Incentive Leave	-----
IV. 13th Month Pay	-----
Sub-Total	Php -----
B. Employer's Share to Government xxx ...	
SSS	-----
Philhealth	-----
PAG-IBIG	-----
C. xxx ...	-----
D. Agency Fee (Administrative and Operating Overhead and Margin, Including Cost for Cleaning Equipment, Tools, Cleaning Supplies/Consumable Materials)	

E. VAT (12% of C+D)	-----
F. Monthly Rate per Janitorial Personnel (C+D + E)	-----
F.1 Monthly Rate for 122 Janitorial Personnel	-----

	<p>F.2 Rate for 122 Janitorial Personnel for 9 months</p> <hr/> <p>G. Cleaning Supplies/Consumable Materials (% of F.2)</p> <hr/> <p>TOTAL BID AMOUNT (F.2 + G) Php</p> <p>Note: (Bidders shall provide/compute the amount of bid for each line in blank)</p>		<p>F.2 Rate for 122 Janitorial Personnel for 5 months</p> <hr/> <p>G. Cleaning Supplies/Consumable Materials (% of F.2)</p> <hr/> <p>TOTAL BID AMOUNT (F.2 + G) Php</p> <p>Note: (Bidders shall provide/compute the amount of bid for each line in blank)</p>
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(Please see the attached updated Annex "A-1" for your reference).

<p>Section IX. Bid Forms</p> <p>Cleaning Supplies and Materials</p>	<table border="1"> <thead> <tr> <th>Cleaning Supplies and Materials</th> <th>2nd Qtr</th> <th>3rd Qtr</th> <th>4th Qtr</th> <th>Total</th> <th>Unit</th> </tr> </thead> <tbody> <tr><td>All-purpose cleaner</td><td>150</td><td>150</td><td>150</td><td>450</td><td>gals</td></tr> <tr><td>Disinfectant (Lysol Spray 1 liter can)</td><td>100</td><td>100</td><td>100</td><td>300</td><td>pcs</td></tr> <tr><td>Stoppe (Round or Square)</td><td>50</td><td>50</td><td>50</td><td>150</td><td>kls</td></tr> <tr><td>Toilet Bowl Brush</td><td>50</td><td>100</td><td>50</td><td>200</td><td>pcs</td></tr> <tr><td>Carpet Shampoo</td><td>5</td><td>10</td><td>5</td><td>20</td><td>gals</td></tr> <tr><td>Ceiling Broom</td><td>100</td><td>-</td><td>-</td><td>100</td><td>pcs</td></tr> <tr><td>Emulsion Wax</td><td>25</td><td>25</td><td>25</td><td>75</td><td>gals</td></tr> <tr><td>Feather Duster</td><td>30</td><td>50</td><td>30</td><td>110</td><td>pcs</td></tr> <tr><td>Liquid Hand Soap</td><td>50</td><td>50</td><td>50</td><td>150</td><td>gals</td></tr> <tr><td>Marble Wax</td><td>10</td><td>15</td><td>10</td><td>35</td><td>gals</td></tr> <tr><td>Muratic Acid (1 gallon plastic bottle)</td><td>10</td><td>15</td><td>10</td><td>35</td><td>pcs</td></tr> <tr><td>16" Polishing Pad</td><td>100</td><td>100</td><td>100</td><td>300</td><td>pcs</td></tr> <tr><td>Alcohol (1 gallon plastic bottle)</td><td>50</td><td>50</td><td>50</td><td>150</td><td>pcs</td></tr> <tr><td>Pranella Rugs</td><td>30</td><td>30</td><td>30</td><td>90</td><td>pcs</td></tr> <tr><td>Push Brush</td><td>10</td><td>10</td><td>10</td><td>30</td><td>pcs</td></tr> <tr><td>Scrubbing Pads 16"</td><td>100</td><td>100</td><td>50</td><td>250</td><td>pcs</td></tr> <tr><td>Zonrox</td><td>50</td><td>50</td><td>50</td><td>150</td><td>gal</td></tr> <tr><td>Declogger</td><td>50</td><td>50</td><td>50</td><td>150</td><td>gal</td></tr> <tr><td>Dishwashing Liquid Soap</td><td>25</td><td>25</td><td>25</td><td>75</td><td>gal</td></tr> <tr><td>Liquid Hand Soap</td><td>50</td><td>50</td><td>50</td><td>150</td><td>gal</td></tr> <tr><td>Mop Handle</td><td>40</td><td>40</td><td>40</td><td>120</td><td>pcs</td></tr> <tr><td>Mop Head</td><td>80</td><td>80</td><td>80</td><td>240</td><td>pcs</td></tr> <tr><td>Garbage Bag</td><td>400</td><td>400</td><td>400</td><td>1200</td><td>pcs</td></tr> <tr><td>Air Freshener Spray (1 liter)</td><td>100</td><td>100</td><td>100</td><td>300</td><td>pcs</td></tr> <tr><td>Toilet Pump</td><td>50</td><td>50</td><td>50</td><td>150</td><td>pcs</td></tr> <tr><td>Glass Cleaner</td><td>10</td><td>10</td><td>10</td><td>30</td><td>gal</td></tr> <tr><td>Soft Broom</td><td>50</td><td>50</td><td>50</td><td>150</td><td>pcs</td></tr> <tr><td>Stick Broom</td><td>50</td><td>50</td><td>50</td><td>150</td><td>pcs</td></tr> <tr><td>Scotch brite</td><td>50</td><td>50</td><td>50</td><td>150</td><td>pcs</td></tr> <tr><td>Dust Pan</td><td>25</td><td>25</td><td>25</td><td>75</td><td>pcs</td></tr> </tbody> </table>	Cleaning Supplies and Materials	2nd Qtr	3rd Qtr	4th Qtr	Total	Unit	All-purpose cleaner	150	150	150	450	gals	Disinfectant (Lysol Spray 1 liter can)	100	100	100	300	pcs	Stoppe (Round or Square)	50	50	50	150	kls	Toilet Bowl Brush	50	100	50	200	pcs	Carpet Shampoo	5	10	5	20	gals	Ceiling Broom	100	-	-	100	pcs	Emulsion Wax	25	25	25	75	gals	Feather Duster	30	50	30	110	pcs	Liquid Hand Soap	50	50	50	150	gals	Marble Wax	10	15	10	35	gals	Muratic Acid (1 gallon plastic bottle)	10	15	10	35	pcs	16" Polishing Pad	100	100	100	300	pcs	Alcohol (1 gallon plastic bottle)	50	50	50	150	pcs	Pranella Rugs	30	30	30	90	pcs	Push Brush	10	10	10	30	pcs	Scrubbing Pads 16"	100	100	50	250	pcs	Zonrox	50	50	50	150	gal	Declogger	50	50	50	150	gal	Dishwashing Liquid Soap	25	25	25	75	gal	Liquid Hand Soap	50	50	50	150	gal	Mop Handle	40	40	40	120	pcs	Mop Head	80	80	80	240	pcs	Garbage Bag	400	400	400	1200	pcs	Air Freshener Spray (1 liter)	100	100	100	300	pcs	Toilet Pump	50	50	50	150	pcs	Glass Cleaner	10	10	10	30	gal	Soft Broom	50	50	50	150	pcs	Stick Broom	50	50	50	150	pcs	Scotch brite	50	50	50	150	pcs	Dust Pan	25	25	25	75	pcs	<p>(Please see the attached Annex "A-2" for your reference).</p>
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Approved by:


AMIHILDA J. SANGCOPAN
 Undersecretary, Office of Mindanao Affairs &
 Chairperson, Bids & Awards Committee

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. PBD-043A-24-01 Page ___ of ___

A. Monthly Minimum Wage Rates	
I. Daily Minimum Wage Rate effective 16 July 2023 per Wage Order No. NCR-24 dated June 26, 2023	PhP 610.00
II. Monthly Rate (Daily Wage x 313 days /12) minimum	15,910.83
III. Service Incentive Leave	-----
IV. 13 th Month Pay	-----
Sub-Total	PhP _____
B. Employer's Share to Government in Favor of the Janitor (Mandatory)	
SSS	PhP -----
Philhealth	-----
Pag-Ibig	-----
Sub-total	Php _____
C. Total Compensation (A + B)	
	Php _____
D. Agency Fee (Administrative and Operating Overhead and Margin, Including Cost for Cleaning Equipment, Tools, Cleaning Supplies/Consumable Materials)	

E. VAT (12% of C+D)	

F. Monthly Rate per Janitorial Personnel (C+D + E)	

F.1 Monthly Rate for 122 Janitorial Personnel	

F.2 Rate for 122 Janitorial Personnel for 5 months	

TOTAL BID AMOUNT (F.2) <i>Note: (Bidders shall provide/compute the amount of bid for each line in blank)</i>	PhP _____

NOTE: Please refer to the attached List of Consumables.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Annex "A-2"

Cleaning Supplies and Materials	August	Sept	October	Nov	Dec	Total	Unit
All-purpose cleaner	60	60	60	60	60	300	gals
Disinfectant (Lysol Spray 1 liter can)	40	40	40	40	40	200	pcs
Stoppa (Round or Square)	20	20	20	20	20	100	kls
Toilet Bowl Brush	30	30	30	30	30	150	pcs
Carpet Shampoo	3	3	3	3	3	15	gal
Ceiling Broom	20	20	20	20	20	100	pcs
Emulsion Wax	10	10	10	10	10	50	gals
Feather Duster	16	16	16	16	16	80	pcs
Liquid hand Soap	20	20	20	20	20	100	gal
Marble Wax	5	5	5	5	5	25	gals
Muriatic Acid (1 gallon plastic bottle)	5	5	5	5	5	25	pcs
16" Polishing Pad	40	40	40	40	40	200	pcs
Alcohol (1 gallon plastic bottle)	20	20	20	20	20	100	gal
Pranella Rugs	20	20	20	20	20	100	pcs
Push Brush	4	4	4	4	4	20	pcs
Scrubbing Pads 16"	30	30	30	30	30	150	pcs
Zonrox	20	20	20	20	20	100	gal
Declogger	20	20	20	20	20	100	gal
Dishwashing Liquid Soap	10	10	10	10	10	50	gal
Mop Handle	16	16	16	16	16	80	pcs
Mop Head	32	32	32	32	32	160	pcs
Garbage Bag (heavy-duty size XXL)	160	160	160	160	160	800	pcs
Air Freshener Spray (1 liter)	40	40	40	40	40	200	pcs
Toilet Pump	20	20	20	20	20	100	pcs
Glass Cleaner	4	4	4	4	4	20	gal
Soft Broom	20	20	20	20	20	100	pcs
Stick Broom	20	20	20	20	20	100	pcs
Scotch brite	20	20	20	20	20	100	pcs
Dust Pan (Heavy-Duty)	10	10	10	10	10	50	pcs

Name and Signature of Authorized Representative

Date: _____

DEPLOYMENT SCHEDULE FOR CY 2024

POST ASSIGNMENT	1 st Shift*	2 nd Shift*	No. of Janitors
	7am-4pm	9am-6pm	
DAR Main Building			
1 st Floor	3	9	12
Comfort Rooms (right and left wings)	2	2	4
2 nd Floor	4	6	10
Comfort Rooms (right and left wings)	1	1	2
3 rd Floor	3	7	10
Comfort Rooms (right and left wings)	1	1	2
4 th Floor	3	9	12
Comfort Rooms (right and left wings)	1	1	2
5 th Floor	4	10	14
Comfort Rooms (right and left wings)	1	1	2
DARAB	2	6	8
DARAB Dorm	1	1	2
Motorpool Building (1 st Floor & Dorm) and Warehouse	1	1	2
GSD Maintenance Section	-	1	1
Multi-Purpose Gym including Executive Lounge at the Mezzanine	1	2	3
BLTI	2	4	6
FAPsO Bldg. (1 st , 2 nd and 4 th floors) and ADB Annex Bldg.	4	8	12
Grounds/Gardens/Ramp/Records Container Van	7	7	14
PAIC and clients area	-	1	1
Elevator	-	1	1
Supervisors	1	1	2
TOTAL	42	80	122

**From Monday to Saturday, time of shifts may vary depending on the needs of offices concerned and shall require prior clearance from the Administrative Service through General Services Division (GSD) for coordination with the Service Provider.*