

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office XI

SUPPLEMENTAL BID BULLETIN NO. 01

**RE: PROVISION OF JANITORIAL SERVICES FOR THE DSWD FIELD OFFICE XI FACILITIES FROM
FEBRUARY 1, 2022 TO DECEMBER 31, 2022 (SHORT OF AWARD)**

**CHANGES/ADDITIONAL INFORMATION IN THE INSTRUCTION TO BIDDERS, CHECKLIST OF REQUIREMENTS, TERMS
OF CONDITION/REFERENCE AND DETAILED BREAKDOWN COST**

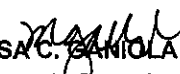
October 29, 2021

All Bidders are hereby informed that there are changes in the Instruction to Bidders, Terms of Condition/reference and detailed breakdown cost (wage computation) based on the conducted Pre bid Conference dated October 28, 2021, to wit:

Before Pre Bid Conference	Changes based on the Pre Bid Conference
<p>Instruction to Bidders: Clause 15. Sealing and Marking of Bids</p> <p style="text-align: center;">Each Bidder shall submit one copy of the first and second components of its Bid.</p>	<p>Instruction to Bidders: Clause 15. Sealing and Marking of Bids</p> <p style="text-align: center;">Each Bidder shall submit three (3) copies of the first and second components of its Bid, original copy, copy one (1) and copy two (2). The three (3) copies of the first components will sealed (seal must be signed by the bidder) to one (1) envelope and must be labelled envelope one (1), the three (3) copies of the second components will sealed (seal must be signed by the bidder) to one (1) envelope and must be labelled envelope two (2). Envelope one (1) and Envelope two (2) must be placed and sealed (seal must be signed by the bidder) inside an envelope with a label containing the name and address of the Bidder, title of the procurement project, ITB number, name of the BAC Chairperson as stated in the ITB, Procuring Entity and address of the Procuring Entity.</p>
<p>Checklist of Requirements:</p> <p>(i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable, and Certificate of Site Inspection issued and duly signed by the DSWD F.O. XI Authorized Representative</p>	<p>Checklist of Requirements:</p> <p>(i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable</p>
<p>For the revised Terms of Condition/reference and Cost Breakdown Cost (wage computation) please see attached File.</p>	

For further inquiries, you may coordinate with the Bids and Awards Committee Secretariat at Tel. No. (082) 227-1964 loc 415.

Please be guided accordingly.


MA. TERESA C. SANOLA
 Bids and Awards Committee
 Vice Chairperson

Republic of the Philippines
 DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Field Office XI, Davao City

BASED ON WAGE ORDER NO. RTWPB - XI - 20
 INTEGRATION/PROVISION of COLA in DAVAO REGION

COST BREAKDOWN PER MONTH JANITORIAL SERVICES		
RTWPB XI-20	Monday – Saturday	8 hours
DAILY MINIMUM WAGE RATE		PhP
Amount Directly Paid to Janitor		
Basic Pay (DW x 325 days/12 mos)		
Total Equivalent Monthly Rate		
Incentive Leave $\{[(DW+COLA)] \times 5 \text{ days}\}/12 \text{ months}$		
13 th Month Pay (DW x 365 days/12months/12)		
TOTAL SUM DIRECTLY TO JANITOR		
SOCIAL BENEFITS:		
SSS Premium		
Philhealth Contribution		
EC (State Insurance)		
Pag-ibig Fund		
TOTAL AMOUNT TO GOVERNMENT IN FAVOR TO JANITOR		
TOTAL AMOUNT TO JANITOR & GOVERNMENT		
Administrative Overhead & Agency Fee (shall not be less than twenty percent (10%) of the total contract cost) Inclusive of National & Local Taxes/Licences		
Value Added Tax 12%		
TOTAL MINIMUM MONTHLY CONTRACT RATE		
TOTAL AMOUNT FOR 11 MONTHS PER JANITOR		

 Name of Company

 Full Name and Signature of the
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TERMS OF CONDITION/REFERENCE

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Entity: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Field Office XI, Davao City

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (State "Comply or Not Comply")
I. Scope of Work		
1	Coverage of Services: (See attached Schedule of Requirements)	
2	<p>The services for maintenance and sanitation shall include, but shall not be limited to the following:</p> <p>2.1 Daily Services (from Monday to Saturday, during and after office hours)</p> <ul style="list-style-type: none"> a. Sweeping, spot scrubbing, wet mopping and polishing of all floor premises, including staircases and railings and wiping of all glass doors, windows and walls (at least three (3) times a day); b. Cleaning, dusting and polishing of all office furniture and fixtures, equipment including disposal of garbage through segregation, diggings/provision of compost pits if applicable (at least three (3) times a day); c. Cleaning and sanitizing of kitchen sinks and countertops, wash rooms and bathrooms including its lavatories, urinals, toilet bowls and other fixtures using a special and high quality disinfecting agent (at least three (3) times a day); d. Tending the ground, dusting of all indoor plants' leaves, watering of outdoor plants; e. Collecting garbage from all offices; f. General cleaning of sidewalks, yards, parking spaces and areas surrounding the buildings; g. Cleaning of the perimeter area of all janitorial staff at 10AM; h. Performing other similar tasks as maybe necessary and related to daily routine operations. 	

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	<p>2.2 Weekly Services (every Saturday)</p> <p>a. General cleaning of the entire office premises which includes stripping and scrubbing off of old wax, applying new coat and polishing the same;</p> <p>b. General cleaning of all sets of furniture and fixtures, office equipment which includes dusting, wiping spot scrubbing, application of high grade solution and polishing the same;</p> <p>c. General cleaning of all waste receptacles and waste cans;</p> <p>d. General cleaning of all comfort rooms;</p> <p>e. Cleaning of all inside office interior and exterior glass doors, windows, walls and washing of venetian/vertical blinds;</p> <p>g. Maintaining/re-arranging indoor plants at the lobby, first floor, hallways and attending to concerns (on all floors levels) of the Field Office buildings, Annex building and other locations covered;</p> <p>h. Taking-out indoor plants for watering and exposure to sunlight within the premises;</p> <p>i. Spraying of insecticide using high quality and environment-friendly products; and</p> <p>j. Performing other tasks as may be necessary and related to the Department's activities and transactions.</p> <p>2.3 Bi-Weekly Services (Monday and Thursday)</p> <p>Providing ground maintenance to include grass cutting and landscaping of the areas around the building.</p> <p>2.4 Monthly Services (every first Saturday of the month)</p> <p>a. General cleaning of all areas like floors, walls, ceilings, wall decorations, premises and building perimeter, parking areas and areas within the perimeter of the office;</p>	
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	<p>b. General cleaning of window glasses, downspouts, vacuum cleaning and shampooing of carpets and officers' executive and visitor's chair, cleaning of diffusers and electric fans;</p> <p>2.5 As Need Arises</p> <p>a. Report all discovered broken/missing lights, fixtures, furniture and equipment to the Facilities Management for needed action.</p> <p>b. Assist in the conduct of fogging/misting services using high-grade but environment friendly chemical (DSWD FO XI) three times a day.</p>	
II. Reporting Requirements		
1.	The SERVICE PROVIDER shall prepare regular reports on the day-to-day operations especially problems encountered while providing the service;	
2.	Said reports shall be submitted every week at the Office of the Administrative Division Chief; and	
3.	The SERVICE PROVIDER shall finalize monthly reports on the progress of implementation to be attached to its monthly billings.	
III. QUALIFICATION REQUIREMENTS		
1.	The SERVICE PROVIDER must have at least five (5) years' experience in janitorial services with positive or very satisfactory performance rating.	
2.	The SERVICE PROVIDER shall provide qualified manpower and labor, which shall perform their duties as enumerated in item I above. The SERVICE PROVIDER shall on its own exclusive account, employ and detail at the premises eleven (11) janitorial personnel including one (1) working supervisors: (Refer to Schedule of Requirements)	
3.	The SERVICE PROVIDER shall maintain at all times the aforementioned number of personnel to ensure continuous and uninterrupted services either by providing regular relievers to janitors who fail to report for duty or having the option of deducting the corresponding amount of absences from the billing.	

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	<p>The Janitorial Agency shall assign only utilities who possess the following qualifications:</p> <ul style="list-style-type: none"> - Filipino Citizen; <ul style="list-style-type: none"> - With 1 year experience as utility worker - Of good moral character & reputation, courteous, alert and without criminal or police record; - Physically and mentally fit, not less than 18 Years old - Duly trained and instructed on utility duties and responsibilities; - Registered SSS member; - Philhealth member; and - Pag-ibig member 	
4.	<p>Aside from the Supervisor, the SERVICE PROVIDER shall assign an Inspector who shall inspect the premises, weekly, to check on the performance of the eleven (11) personnel above-mentioned. The Inspector shall coordinate his/her activities with the Office of the Administrative Division Chief or his/her representative from General Services Section.</p>	
5.	<p>The SERVICE PROVIDER shall be ready at all times to provide additional janitorial service requirements of DSWD during emergency situations/disaster operations;</p>	
6.	<p>The number may be increased or decreased anytime by mutual agreement of both parties depending upon the exigencies of the services/availability of the funds and/or staff performance. Additional manpower requirement shall be covered by a written request from the DSWD proper authority;</p>	
7.	<p>The janitorial personnel may render overtime services depending upon the exigencies of the services and funds availability of requesting office.</p>	
8.	<p>The SERVICE PROVIDER is willing to absorb at least forty percent (40%) of existing janitorial personnel assigned to Field Office and other DSWD covered areas to its existing standards</p>	

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IV. OTHER TERMS AND CONDITIONS

<p>1.</p>	<p>The SERVICE PROVIDER shall perform in accordance with the following standard and requirements of the DSWD:</p> <p>1.1 The janitorial personnel shall be under the supervision and administrative control of the Administrative Division chief or his/her representative from General Services Section;</p> <p>1.2 The janitorial personnel must be physically and mentally fit;</p> <p>1.3 The janitorial personnel must be properly trained and thoroughly screened prior to employment, and have been required to present favorable police clearances</p> <p>and medical certificate attesting to their good moral character and physical fitness, respectively, for the work involved.</p> <p>1.4 The janitorial personnel at all times shall be in uniform and provided with appropriate identification cards;</p> <p>1.5 The janitorial personnel shall render eight (8) hours service daily, excluding sixty (60) minutes time-off for meals; and</p> <p>1.6 The working Supervisors shall regularly inspect all public toilets, corridors, veranda/emergency passages to ensure their cleanliness and orderliness.</p>	
<p>2.</p>	<p>The SERVICE PROVIDER shall regularly supervise/monitor its personnel especially their performance through their designated Supervisor per area of jurisdiction.</p>	
<p>3.</p>	<p>The SERVICE PROVIDER shall answer for any damage to or loss of the Department properties, or to those for which the Department is responsible, which may be sustained by the Department, through the fault of the SERVICE PROVIDER's personnel, the SERVICE PROVIDER having the option of either paying the cost of the damage or loss in cash, or in repairing, reinstalling, or replacing the item lost or damaged with prior approval from DSWD. In this connection, the personnel whom the SERVICE PROVIDER may assign to perform the services called for shall submit themselves to search by the security guards of the Department before entering and leaving the premises of the Department.</p>	

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4.	The Department shall provide the SERVICE PROVIDER with the free use of a suitable space with lock and key at the Department's premises for storage of the cleaning equipment, tools, supplies and materials to be used.	
5.	There shall be no employer-employee relationship between the Department, on one hand, the SERVICE PROVIDER and its personnel to perform the services, on the other, the SERVICE PROVIDER hereby acknowledges that no authority had been conferred upon it by the Department, to hire any person in behalf of the Department and that the persons whom the SERVICE PROVIDER may assign to perform the services called for shall remain the employees of the SERVICE PROVIDER only. In this relation, the SERVICE PROVIDER hereby warrants its full and faithful compliance and observance of all laws, decrees, rules and regulations relative to the government contracts, hours of work, wage rate, and other workmen's compensation and benefits, especially the provisions of the New Labor Code and other related laws, in connection with its own workers/laborers. It is understood that the Department shall be free from any claims, which the SERVICE PROVIDER's worker/laborer may lodge. Violation of the SERVICE PROVIDER of any existing labor laws, rules and regulations shall be a ground for termination of the Contract.	
6.	The SERVICE PROVIDER shall pay at least the minimum wage and all other mandatory benefits and privileges to its janitor/janitress assigned in DSWD on time, i.e., every 10th and 25th of the month.	
7.	The SERVICE PROVIDER shall submit to DSWD, together with its monthly invoices, a sworn certification/undertaking duly executed by its General Manager/President stating that all workers and/or personnel assigned to DSWD pursuant to this Agreement have been paid the required minimum wage, other mandatory benefits and privileges they are entitled to under the law. DSWD shall not process any billings that are not accompanied by the aforementioned certificate. All billings must be supported by corresponding time sheet that shall be approved by DSWD's Supervisor/Manager prior to such billings. If the billing is in order, DSWD agrees to pay the SERVICE PROVIDER as soon as possible from receipt of such billings and shall pay within a period of fifteen (15) days upon receipt of supporting time sheets previously approved by the DSWD	

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	Supervisor. Payment of salaries shall be made every 10th and 25th of the month. Delayed payment of salaries of janitors/janitresses shall be the basis for evaluation and ground for early termination of the contract, subsequently be ground for Blacklisting to the Department, and even recommend such to all other government agencies/offices.	
8.	The contract shall be for a period of Eleven (11) months effective February 01, 2022 to December 31, 2022 unless, otherwise, sooner terminated by DSWD by giving a written notice to the SERVICE PROVIDER one month prior to the intended date of termination of the contract; • February 01, 2022 to December 31, 2022	
9.	The Department shall have the right to blacklist the SERVICE PROVIDER in case of termination.	
10.	The SERVICE PROVIDER shall submit to DSWD the billing due for the preceding month every 2nd week of the month, together with its monthly invoices, duly certified copy of the immediately preceding payroll, and proof of remittances that are scheduled on a quarterly basis as well as its alpha list. There shall be one billing only for each additional service such as overtime and additional janitors per month for efficient monitoring. All employees must be provided with pay slip as proof of payment with complete information including the name and address of the SERVICE PROVIDER and DSWD as its client office duly signed by the authorized personnel of the SERVICE PROVIDER and its employees. Failure of SERVICE PROVIDER to submit such duly certified copy of payroll, proof of remittance including alpha list, shall be enough basis for DSWD not to process SERVICE PROVIDER billings and shall be ground for early termination of the contract.	
11.	The SERVICE PROVIDER shall provide DSWD a copy of each janitor/ janitress' contract to the company duly signed by both parties.	
12.	The SERVICE PROVIDER shall abide by all the stipulations under the existing Labor Code. If during the effectivity of the Contract between the Service Provider and the Department, 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. The Procuring Entity shall issue an amendment to the contract adjusting to the implemented minimum wage, subject to availability of funds and the approval of the Head of the Procuring Entity (HOPE) of the request from the Service provider.	

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