



**CSC BIDS AND AWARDS COMMITTEE (BAC)**

**SUPPLEMENTAL BID BULLETIN (SBB) NO. 2**

**Addendum No. 2**

**Name of Project:** Procurement of Janitorial Services in the CSC Central Office  
**Solicitation No.:** Project ID No. 2021-02  
**PhilGEPS Reference No.:** 7814931

This refers to the Technical Specifications (TS) under the Public Bidding Documents (PBD) for the aforesaid project. This **Supplemental Bid Bulletin No. 2** is issued to clarify/amend items in the issued Public Bidding Documents (PBD) for the "Procurement of Janitorial Services in the Civil Service Commission (CSC) - Central Office". **Other specifications and requirements indicated in the Technical Specifications and/or PBD are retained.**

**I. Clarifications / Addendum / Amendment**

<b>Original Technical Specifications under the Public Bidding Documents (PBD)</b>	<b>Clarification / Addendum / Amendment</b>
<b>From</b>	<b>To</b>
<p><b>2. General Provisions</b></p> <p>b. The JSP shall inform the 41 JP assigned in the CSC-CO that working hours shall be 8 hours a day, <b>6 days a week (Monday-Saturday)</b> except during holidays or 24 to 26 days a month within the entire duration of the contract.</p> <p>One-year contract constitutes three hundred thirteen (313) working days inclusive of paid twelve (12) regular holidays and three (3) special holidays as follows:            Regular Holidays:            1) New Year's Day; 2) Maundy Thursday; 3) Good Friday; 4) Araw ng Kagitingan 5) Labor Day; 6) Independence Day; 7) National Heroes' Day; 8) Bonifacio Day; 9) Christmas Day; 10) Rizal Term; 11) Feast of Ramadan; and 12) Feast of Sacrifice.</p>	<p><b>2. General Provisions</b></p> <p>b. The JSP shall inform the forty-one (41) JP assigned in the CSC-CO that working hours shall be eight (8) hours a day, <b><u>five (5) days a week (Monday-Friday)</u></b> except during holidays as declared by law or executive issuance within the entire duration of the contract.</p> <p>During declarations of Special Non-Working Holidays, wherein the DOLE will declare an extra payment on services rendered, JPs will not be required to report for work, however, the corresponding cost of JPs services shall be deducted from the applicable billing period including the corresponding percentage affecting the administrative fee portion of the contract.</p>

<p>Special Holidays            1) Ninoy Aquino Day; 2) All Saint's Day and 3) New Year's Eve</p> <p>During declarations of Special Non-Working Holidays other than the three (3) Special Holidays mentioned above, wherein the DOLE will declare an extra payment on services rendered, JPs will not be required to report for work, however, the corresponding cost of JPs services shall be deducted from the applicable billing period including the corresponding percentage affecting the administrative fee portion of the ss.</p> <p>The number of JP may be increased or decreased by mutual agreement of the parties in writing depending on the need or on the exigency/ies of the service, and subject to the availability of fund.</p>	<p>The number of JP may be increased or decreased by mutual agreement of the parties in writing depending on the need or on the exigency/ies of the service, and subject to the availability of fund.</p>
<p><b>2. General Provisions:</b></p> <p><b>c.</b> The JSP shall ensure that all JPs who will be assigned in the CSC-CO is amenable to work in a shifting schedule, which shall be determined by the CSC-BGMD, anytime <b>between 5:00 a.m. to 8:00 p.m. from Monday to Friday; and on Saturdays from 7:00 a.m. to 4:00 p.m.</b> (particularly during semestral area assignment rotation). Should the JP decline the work schedule given, the same may constitute the replacement of the JP concerned in the CSC-CO.</p>	<p><b>2. General Provisions:</b></p> <p><b>c.</b> The JSP shall ensure that all JPs who will be assigned in the CSC-CO is amenable to work in a shifting schedule, which shall be determined by the CSC-BGMD, anytime <b>between 6:00 a.m. to 6:00 p.m. from Monday to Friday.</b> Should the JP decline the work schedule given, the same may constitute the replacement of the JP concerned in the CSC-CO.</p>
<p><b>5. Payment Terms and Contract Amount Provisions</b>  <b>a. xxx</b>  <b>xxx</b>  <b>xxx</b>            In the computation of the contract amount, the number of working/paid days in a year is <b>313 days</b>, thus, all janitors are considered paid during holidays even if they have not worked. In this context, the 100% of the applicable percentage in cases of OT pay</p>	<p><b>5. Payment Terms and Contract Amount Provisions</b>  <b>a. xxx</b>  <b>xxx</b>  <b>xxx</b>            In the computation of the contract amount, the number of working/paid days in a year is <b>two hundred sixty-one (261) days</b>, thus, all janitors are considered paid during holidays even if they have not worked. In this context, the 100% of the</p>

for a particular holiday is already included on the monthly billing computation, it is therefore understood that the remaining applicable percentage will be added to the payment claim of the janitor who shall be requested for an overtime.	applicable percentage in cases of OT pay for a particular holiday is already included on the monthly billing computation, it is therefore understood that the remaining applicable percentage will be added to the payment claim of the janitor who shall be requested for an overtime.
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**II. Re-schedule of the Deadline of Submission of Bid Documents and Conduct of the Eligibility Checking and Bid Opening:**

<b>Bidding Activity</b>	<b>Schedule as per SBB#1 (From)</b>	<b>New Schedule as per SBB#2 (To)</b>	<b>Place / Venue</b>
<b>Deadline for Submission of Bid Documents</b>	July 23, 2021 at 10:00 a.m.	<b>August 4, 2021 at 10:00 a.m.</b>	Designated Bid Box for Public Bidding located at the Ground Floor, CSC Resource Center Building, CSC Central Office
<b>Eligibility Checking and Bid Opening</b>	July 23, 2021 at 10:00 a.m.	<b>August 4, 2021 at 10:00 a.m.</b>	4th Floor, CSC Resource Center Building, CSC Central Office

These clarification/addendum/amendment are hereby made as an integral part of the Public Bidding Documents (PBD) for the aforesaid project.

Please be guided accordingly.

  
**ATTY. ARIEL G. RONQUILLO**  
 CSC Assistant Commissioner  
 CSC-BAC Chairperson

July 21, 2021