



CSC BIDS AND AWARDS COMMITTEE (BAC)

SUPPLEMENTAL BID BULLETIN (SBB) NO. 1

Addendum No. 1

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

During the conduct of the Pre-Bid Conference on July 9, 2021 for the aforesaid project, the following is hereby clarified/amended. This **Supplemental Bid Bulletin** is issued to clarify 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

Original Technical Specifications under the Public Bidding Documents (PBD)	Clarification / Addendum / Amendment
From	To
<p>1. Qualification of Bidders (Page 28 of PBD)</p> <p>b. With Certificate of Compliance on General Labor Standards and Certificate of Compliance on Occupational Safety and Health Standards, both issued by the Department of Labor and Employment (DOLE).</p> <p>c. With at least three (3) years continuing business experience as JSP and with Certification from PhilGEPS that they are not blacklisted.</p>	<p>1. Qualification of Bidders</p> <p>b. With Certificate of <u>No Pending Case</u> issued by the Department of Labor and Employment (DOLE).</p> <p>c. With at least three (3) years continuing business experience as JSP.</p>
<p>Annex "A" - Janitorial Supplies and Equipment (Page 47 of PBD)</p>	<p>Annex "A" - Janitorial Supplies and Equipment Breakdown</p> <p><u>Additional Annexes (Cost Breakdown) to be filled out and submitted and form part of the Price Schedule of the Financial Component</u></p> <p>Annex "B" - Breakdown of Cost for Janitorial Personnel and Due to Government</p> <p>Annex "C" - Contract Distribution Cost Per Month for Janitorial Services</p>

Bawat Kawani, Lingkod Bayani

II. Reminder on the Deadline of Submission of Bid Documents and Schedule of Eligibility Checking and Bid Opening:

Bidding Activity	Schedule	Place / Venue
<i>Deadline for Submission of Bid Documents</i>	July 23, 2021 at 10:00 a.m.	Designated Bid Box for Public Bidding located at the Ground Floor, CSC Resource Center Building, CSC Central Office
Eligibility Checking and Bid Opening	July 23, 2021 at 10:00 a.m.	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 13, 2021

OFAM/BAC-Secretariat/ SBB #1 – TechSpec and Schedules –
Proc. of Janitorial Services.doc/pmg



Annex "A"

JANITORIAL SUPPLIES AND EQUIPMENT BREAKDOWN

ISSUANCE TIME	ITEM / DESCRIPTION	QUANTITY	UNIT OF MEASUREMENT	PRICE / UNIT	TOTAL COST PER REQUIREMENT	TOTAL CONTRACT COST FOR 1 YEAR
MONTHLY	Air Freshner (liquid)	4	Gallons		-	
MONTHLY	Air Freshner 320ml (spray)	5	Can		-	
MONTHLY	Alcohol 500ml (ethyl)	30	Bottle		-	
MONTHLY	All Purpose Cleaner	12	Gallons		-	
MONTHLY	Bar Hand Soap 60g (germicidal)	10	Pc.		-	
MONTHLY	Bleach	15	Gallons		-	
MONTHLY	Deodorant Cake (50 grams)	50	Pc.		-	
MONTHLY	Dishwashing Liquid	10	Gallons		-	
MONTHLY	Dishwashing Pad (w/ Foam) 3"x 4"	10	Pc.		-	
MONTHLY	Dishwashing Pad (No Foam) 4" x 5"	10	Pc.		-	
MONTHLY	Disinfectant - Liquid (lemon)	10	Gallons		-	
MONTHLY	Disinfectant - Spray (170g)	20	Can		-	
MONTHLY	Fly/Mouse Paper Trap	15	Sheet		-	
MONTHLY	Furniture Polish 160g (in can)	15	Can		-	
MONTHLY	Garbage Bag XLarge (37"x40") (biodegradable) zip tie, heavy duty & thick (200pcs./bundle)	8	Bundle		-	
MONTHLY	Garbage Bag small (18"x20") (biodegradable) zip tie, heavy duty & thick (1,000pcs./bundle)	2	Bundle		-	
MONTHLY	Insect Killer Spray 550ml	10	Can		-	
MONTHLY	Laundry Bar Soap 130g	15	Pc.		-	
MONTHLY	Liquid Hand Soap	8	Gallons		-	
MONTHLY	Polishing Pad (white)	3	Pc.		-	
MONTHLY	Polishing Pad (black)	3	Pc.		-	
MONTHLY	Polishing Pad (green)	3	Pc.		-	

ISSUANCE TIME	ITEM / DESCRIPTION	QUAN - TITY	UNIT OF MEASURE - MENT	PRICE / UNIT	TOTAL COST PER REQUIREMENT	TOTAL CONTRACT COST FOR 1 YEAR
MONTHLY	Powder Cleanser 500g	12	Plastic Bottle		-	
MONTHLY	Powder Soap	12	Kilo		-	
MONTHLY	Stick Broom (at least 4" in diameter)	30	Pc.		-	
MONTHLY	Tissue Paper (200 meters per roll)	800	Rolls		-	
MONTHLY	Tissue Paper (2ply, 500 sheets per roll)	500	Rolls		-	
MONTHLY	Face Mask Disposable	20	Pc.		-	
MONTHLY	Toilet Bowl Cleaner (TBC)	10	Gallon		-	
EVERY OTHER MONTH	Praneta (1/8 cut of a yard)	8	Yard		x 12 PER YEAR	-
EVERY OTHER MONTH	Round Rugs - cotton	5	Kilo		-	
EVERY OTHER MONTH	Spray Gun regular (500ml)	5	Pc.		-	
EVERY OTHER MONTH	Soft Broom (at least 3cm. side thickness)	5	Pc.		-	
EVERY OTHER MONTH	Steel Wool (16pc/tube)	8	Tube		-	
QUARTERLY	Ceiling Broom (bamboo handle)	8	Pc.		x 6 PER YEAR	-
QUARTERLY	Door Mat Cloth	30	Pc.		-	
QUARTERLY	Hand Brush (small)	15	Pc.		-	
QUARTERLY	Hand Gloves (knitted cloth)	10	Pair		-	
QUARTERLY	Mop Heads - cotton 400g.	20	Pc.		-	
QUARTERLY	Nylon String for Grass Cutter (size will depend on the requirements of the grass cutter to be provided by the contractor)	4	rolls		-	
QUARTERLY	Steel Brush	10	Pc.		-	
QUARTERLY	Push Brush-12" width (w/ wooden handle)	10	Pc.		-	
QUARTERLY	Toilet Bowl Brush (wire/wood handle) (atleast 1 pc./CR)	10	Pc.		-	
					x 4 PER YEAR	-

ISSUANCE TIME	ITEM / DESCRIPTION	QUAN - TITY	UNIT OF MEASURE - MENT	PRICE / UNIT	TOTAL COST PER REQUIREMENT	TOTAL CONTRACT COST FOR 1 YEAR
TRIMESTRAL	Feather Duster	5	Pc.		-	-
TRIMESTRAL	Dirt Trap Mat w/ edging (600mm x 800mm)	2	Pc.		-	-
TRIMESTRAL	Hand Gloves (ordinary - rubber)	20	Pair		-	-
TRIMESTRAL	Chlorine	25	Kilo		-	-
TRIMESTRAL	Mop Handle 4ft. (Aluminum Handle w/ rubber)	8	Pc.		-	-
SEMESTRAL	Face Shield	30	Pc.		x 3 PER YEAR	-
SEMESTRAL	Reusable Gown (PPE)	15	Pc.		-	-
SEMESTRAL	Rubber Boots	15	Pc.		-	-
SEMESTRAL	Wooden Broom Stick Handle	10	Pc.		-	-
SEMESTRAL	Dust Pan Big Heavy Duty for Perimeter	6	Pc.		-	-
YEARLY	Dust Mop Handle (Aluminum)	3	Pc.		x 2 PER YEAR	-
YEARLY	Dust Pan for office use (Plastic) - large	30	Pc.		-	-
YEARLY	Plastic Trash Bin 9L (small)	30	Pc.		-	-
YEARLY	Spatula - heavy duty (stainless with handle)	10	pc.		-	-
YEARLY	Stainless Steel Glass Scraper (45cm)	5	pc.		-	-
YEARLY	Water Pails/Utility Pails (10 liters), Plastic	25	pc.		-	-
YEARLY	Toilet Pump (red for toilet) big	20	Pc.		-	-
YEARLY	Toilet Pump (green for sink) small	10	Pc.		-	-
					x 1 PER YEAR	-
	<i>(for garden supplies)</i>					
QUARTERLY	Garden Soil w/ nutrients (12 kilos / sack)	10	Sack		-	-
QUARTERLY	Garden Soil ordinary (17 kilos / sack)	15	Sack		-	-
QUARTERLY	Garden Pot w/ saucer # 4	20	Pc.		-	-
QUARTERLY	Garden Pot w/ saucer # 6	20	Pc.		-	-

ISSUANCE TIME	ITEM / DESCRIPTION	QUAN - TITY	UNIT OF MEASURE - MENT	PRICE / UNIT	TOTAL COST PER REQUIREMENT	TOTAL CONTRACT COST FOR 1 YEAR
QUARTERLY	Garden Pot w/ saucer # 8	20	Pc.		-	-
QUARTERLY	Garden Pot w/ saucer #11	20	Pc.		-	-
QUARTERLY	Garden Pot w/ saucer #14	20	Pc.		-	-
QUARTERLY	Malathion	2	Liter		-	-
QUARTERLY	Ornamental Plants 3 ft. in height with Pots (ex. five fingers, angel plant, palmera, san francisco, santan or any indoor plants or flowering plants)	15	Pc.		-	-
QUARTERLY	Turton	1	Liter		-	-
YEARLY	14-14-14 Fertilizer	20	Kilo		x 4 PER YEAR	-
YEARLY	Urea Fertilizer	20	Kilo		-	-
ESTIMATED SUPPLIES COST FOR 1 YEAR						
					x 1 PER YEAR	-
						-

ISSUANCE TIME	ITEM / DESCRIPTION	QUAN - TITY	UNIT OF MEASURE - MENT	PRICE / UNIT	TOTAL COST PER REQUIREMENT	TOTAL CONTRACT COST FOR 1 YEAR
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*** CD - Contract Duration**

Janitorial Equipment/Tools and Other Materials for the Contract Duration (CD)

*CD	Aluminum Ladder (10 feet)	2	unit		-	<p>The provision for these items must be included in the profit margin aspect of the bid on supplies and equipment.</p>
*CD	Aluminum Ladder (5 feet)	2	unit		-	
*CD	Gasoline Chain Saw, between 20 -30" blade	2	unit		-	
*CD	Extension Cord (3 ft each)	12	unit		-	
*CD	Floor Polisher Model 16" (Heavy Duty)	3	unit		-	
*CD	Grass Cutter (Gas Operated)	6	unit		-	
*CD	High Pressure Washer	4	unit		-	
*CD	Pesticide Sprayer 16L metal/stainless (backpack type)	1	unit		-	
*CD	Kartilya / Wheel borrow (buggy type) (2 ft. depth)	3	unit		-	
*CD	Metal Scaffolding (15 meters high)	2	set		-	
*CD	Mop Bucket/Wringer (36 quarts)	17	unit		-	
*CD	Plastic Drum with Cover & Lock 150L (for emergency water shortage - CRs)	28	pc.		-	
*CD	Plastic Trash Bins with wheel square 250L (for Garbage Collections)	5	unit		-	
*CD	Push Cart (300KG Capacity, Folding Platform Hand Truck Trolley Cart Transport Flat Bed)	13	units		-	
*CD	Shopping Cart (100 Liters capacity)	2	units		-	
*CD	Vacuum Cleaner (Wet and Dry Type)	2	unit		-	
*CD	Water Hose heavy duty 1/2" (90 meters / set) with complete accessories	4	set		-	
*CD	Wet Floor Caution Sign	20	pc.		-	

Annex "B"

JANITORIAL PERSONNEL AND DUE TO GOVERNMENT BREAKDOWN

Cost Details	41 JANITORS Wage Order No. NCR-22
Daily Rate (DR)	
COLA Rate	
Equivalent No. of Days in a year (Working Days) (<i>Annex B, item No. 2</i>)	261
A. DIRECT LABOR COST	
Ave. Pay/Month (DR * Working Days / 12 months)	
COLA (COLA RATE* 275 days /12 mos.)	-
13th Month Pay (Ave. Pay per Month / 12months)	-
5 Days SIL (Daily Rate+COLA) x 5 days / 12)	
TOTAL DIRECT TO PERSONNEL	-
B. INDIRECT LABOR COST	
SSS Premium (Ave. Pay/Month, COLA and SIL) based on SSS Table	
Philhealth Employer's Contribution (Ave. Pay/Month) (based on Philhealth Circular No. 2017-0024)	
State Insurance Fund	
PAG-IBIG Employer's Contribution	
TOTAL DUE TO GOVERNMENT	-
TOTAL of A and B	-
x No. of Personnel	41
TOTAL of A and B of 41 JP	-
add: Administrative Cost (GPPB Reso No. 14-2012)	
(10% of Total for Janitors Amount)	-
TOTAL DUE TO JANITORS AND ADMIN PER MONTH	---
TOTAL DUE TO JANITORS AND ADMIN FOR 1 YEAR	---

Annex "C"

CONTRACT DISTRIBUTION COST PER MONTH FOR THE JANITORIAL SERVICES

Name of Procuring Entity: **CIVIL SERVICE COMMISSION - Central Office** Name of the Project: **Janitorial Services in the CSC Central Office**
 Address: **IBP Road, Constitution Hills, Diliman, Quezon City** Location of the Project: **CIVIL SERVICE COMMISSION - Central Office**
IBP Road, Constitution Hills, Diliman, Quezon City

CONTRACT MONTH	SALARIES & DUES <i>(Please refer to Janitorial Personnel and Due to Government Breakdown)</i>			SUPPLIES BREAKDOWN (D) <i>(Please refer to Janitorial and Equipment Breakdown)</i>							TOTAL SUPPLIES COST	12% VAT (C + D) X 12% (E)	CONTRACT COST (C + D + E) (F)	
	SALARIES & DUES (A)	10% of (A) ADMIN COST (B)	TOTAL (C)	MONTHLY	EVERY OTHER MONTH	QUARTERLY	TRIMESTRAL	SEMESTRAL	YEARLY					
1st	-	-	-	-	-	-	-	-	-	-	-	-		
2nd	-	-	-	-	-	-	-	-	-	-	-	-		
3rd	-	-	-	-	-	-	-	-	-	-	-	-		
4th	-	-	-	-	-	-	-	-	-	-	-	-		
5th	-	-	-	-	-	-	-	-	-	-	-	-		
6th	-	-	-	-	-	-	-	-	-	-	-	-		
7th	-	-	-	-	-	-	-	-	-	-	-	-		
8th	-	-	-	-	-	-	-	-	-	-	-	-		
9th	-	-	-	-	-	-	-	-	-	-	-	-		
10th	-	-	-	-	-	-	-	-	-	-	-	-		
11th	-	-	-	-	-	-	-	-	-	-	-	-		
12th	-	-	-	-	-	-	-	-	-	-	-	-		
YEARLY TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL BID COST ---->														