

**SUPPLEMENTAL BID BULLETIN NO. 2022-12-02**

**TITLE :** PROCUREMENT OF JANITORIAL SERVICES FOR FIELD OFFICE III  
 FOR CY 2023 (EARLY PROCUREMENT ACTIVITY – EPA)  
**ITB NO. :** ITB No. GOP/DSWD3-2022-11-001  
**DATE :** 05 DECEMBER 2022

This Supplemental Bid Bulletin is issued to all prospective bidders announcing the following:

**I. AMENDMENTS**

Method of payment	
Temporarily, all payments for the purchase of the Project's Philippine Bidding Documents shall only be made and received at the <b>Cash Section of DSWD Field Office III.</b>	
TECHNICAL SPECIFICATIONS	AMENDED PROVISIONS
<b>JANITORIAL SUPPLIES</b> Garbage Bags Size: Large 100 Pieces Per Pack To be supplied MONTHLY per Janitor / Janitress (Monthly Supply = 4 x 26) Sample Item to be presented at POST QUALIFICATION	<b>JANITORIAL SUPPLIES</b> Garbage Bags Size: <b>XXL 18.5" x 18.5" x 40"</b> 100 Pieces Per Pack To be supplied MONTHLY per Janitor / Janitress (Monthly Supply = 4 x 26) Sample Item to be presented at POST QUALIFICATION
SCHEDULE OF REQUIREMENTS	AMENDED PROVISIONS
Garbage Bags Size: Large 100 Pieces Per Pack To be supplied MONTHLY per Janitor / Janitress	Garbage Bags Size: <b>XXL (18.5" x 18.5" x                      40")</b> 100 Pieces Per Pack To be supplied MONTHLY per Janitor / Janitress
TERMS OF REFERENCE	AMENDED PROVISIONS
<b>Budgetary Requirement</b>  If, during the effectivity of the contract between the Service Provider and the	<b>Budgetary Requirement</b>  The service provider shall abide by all the stipulations under the existing labor



<p>agency, a wage order 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. Salary adjustment within the contract duration under DOLE Wage Order shall be on the account of the Service Provider.</p>	<p>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 and statutory benefits to employees in private sector, the rates herein shall be adjusted accordingly. A separate billing for the increase paid to janitorial personnel shall be submitted by the Service Provider to General Services Section subject to availability of DSWD FO III funds. Otherwise, any salary adjustment within the contract duration under DOLE Wage Order or pertinent laws shall be on the account of the Service Provider</p>
<p><b>CLARIFICATIONS &amp; ISSUES</b></p>	
<p>Job responsibilities of Inspector</p>	<p>The Inspector shall conduct regular audit, inspection and perform job evaluation as reference of the service provider on weekly basis, to ensure quality work performance of twenty-six (26) personnel inclusive of the supervisor. The assigned inspector coordinates his/her activities with the Office of the General Services Section Chief or his/her representative from <i>General Services Section</i>.</p>
<p>Quantity requirement of garbage bag and its color</p>	<p>The weekly garbage bags quantity requirement is forecasted in strict implementation of garbage segregation and 7s of Good Housekeeping.  COLOR: "Black".</p>
<p>Submission of supporting documents of SLCC</p>	<p>Submission of all supporting documents to the SLCC must be "CERTIFIED TRUE COPIES" and its ORIGINAL COPIES presented at Post Qualification.</p>
<p>Link to DSWD FO III Guidelines on e-Bid Submission</p>	<p>LINK TO DOWNLOAD COPY OF THE GUIDELINES EBID TOOLKIT:  <a href="https://tinyurl.com/dswdfo3ebid">https://tinyurl.com/dswdfo3ebid</a></p>



**PRICE PROPOSAL FORM TEMPLATE**

**PRICE PROPOSAL FORM**

Date \_\_\_\_\_  
ITB No. : GOP/DSWD3-2022-11-001

**Procurement of Janitorial Services for Field Office III for CY 2023  
(EARLY PROCUREMENT ACTIVITY – EPA)**

<b>DSWD REGION III FEB-DEC 2023</b>	<b>26 days</b>	<b>22 days</b>	<b>22 days</b>	<b>26 days</b>
<b>Days Worked per Week (6)</b>	<b>Regional Office (13)</b>	<b>DPEO (11)</b>	<b>AURORA(1)</b>	<b>Supervisor (1)</b>
Daily Wage				
<b>DIRECT LABOR</b>				
1. Basic Salary (DW x 26days)				
1. Basic Salary (DW x 22days)				
2. 13th Month Pay (Basic Salary/12)				
3. Holiday Pay/Uniform Allowance				
4. 5 day Incentive (DW x 5/12)				
<b>A. TOTAL DIRECT LABOR</b>				
<b>INDIRECT LABOR</b>				
6. SSS Premium (Employer's Share) RA8282				
7. PHILHEALTH Contribution (Employer's Share) RA7875				
8. PAG-IBIG Contribution RA9679				
9. ECC RA10524				
<b>B. TOTAL INDIRECT LABOR</b>				
<b>C. TOTAL (A+B)</b>				
<b>ADMINISTRATIVE OVERHEAD AND MARGIN (C x UP TO 10%)</b>				
12% withholding Tax				
Garbage Bag (XXL), color Black, 4 Packs (100pcs per pack) Per Month (Per Janitor)				
<b>TOTAL AMOUNT PER JANITOR</b>				
Number of Janitors				
Total Per Month				
Total Eleven (11) months				
<b>TOTAL PROJECT COST</b>				

**NOTE:** In case of discrepancy between unit price and total price, the unit price will prevail.  
Total Contract Price is inclusive of all applicable taxes.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

  
**VENUS F. REBULDELA**  
 Chairperson, Bids and Awards Committee

Please accomplish the portion below and send it at [secretariatbac.fo3@dswd.gov.ph](mailto:secretariatbac.fo3@dswd.gov.ph).

Received from DSWD, **Supplemental Bid Bulletin No. 2022-12-02** for the **PROCUREMENT OF JANITORIAL SERVICES FOR FIELD OFFICE III FOR CY 2023 (EARLY PROCUREMENT ACTIVITY – EPA)** (ITB No. GOP/DSWD3-2022-11-001)

RECEIVED BY : \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGNATURE OVER PRINTED NAME)

DESIGNATION : \_\_\_\_\_

COMPANY : \_\_\_\_\_

SUPPLEMENTAL BID BULLETIN NO. 2022-12-02  
JANITORIAL SERVICES FOR FIELD OFFICE III FOR CY 2023  
(EARLY PROCUREMENT ACTIVITY – EPA)