



SUPPLEMENTAL / BID BULLETIN

ADDENDUM NO. 1

This Addendum No. 2 was discussed and agreed upon during the Pre-bid Conference held on August 9, 2018 for the **Procurement of Janitorial Services for the Department of Tourism** and is issued to clarify, modify and/or amend items in the Bidding Documents. This shall form part an integral part of the Bidding Documents.

Changes in the Terms of Reference

OLD	NEW
On I. Scope of Work	<u>Additional requirement on I. Scope of Work:</u> <u>13. Provide checklist for the monitoring of the cleanliness of the toilet</u>
On the Set of Minimum Requirements (page 6) 2. Resources (b) No. of Janitors ✓ Twenty-six (26) janitors 3. Housekeeping Plan ✓ Based on personnel deployment from 6am to 6pm on 8 hour basis 4. Other Factors (a) Recruitment and Selection Criteria ✓ At least second (2nd) year high school ✓ Health Certificate ✓ Drug test with proof of certificate from government-accredited granting office (b) Completeness of Uniforms and Other Paraphernalia ✓ Standard Company Uniform (c) Company manual of operations to include disciplinary measures	2. Resources (b) No. of Janitors ✓ <u>Twenty-eight (28)</u> janitors 3. Housekeeping Plan ✓ Based on personnel deployment from 6am to <u>11pm</u> on 8 hour basis *GSD has scheduled an ocular inspection on August 14, 2018 4. Other Factors ✓ <u>Submission of document / certification from drug center that the agency has conducted a drug testing requirement within the year.</u> <u>*The other requirements shall be required to be submitted from the winning bidder.</u>

On II. Department Requirements

Three (3) shifts: from 6:00 A.M. to 11:00 P.M. On 8-hour basis:
(6:00 AM – 3:00 PM; 10:00 AM – 7:00 PM; 3:00 PM – 11:00 PM)

<i>Deployment Per floor</i>	<i>Number of Janitors</i>	<i>6:00AM to 3:00 PM Shift</i>	<i><u>10:00AM to 7:00PM Shift</u></i>	<i><u>3:00PM to 11:00PM Shift</u></i>
<i>Ground Floor</i>	4	3	1	
<i>Second Floor</i>	4	3	1	
<i>Third Floor</i>	4	3	1	
<i>Fourth Floor</i>	4	3	1	
<i>Fifth Floor</i>	4	3	1	
<i>Penthouse</i>	4	3	1	
<i>Night Shift</i>	2	0	0	2
<i>Supervisors</i>	2	1	1	
<i>TOTAL</i>	28			

*Night shifters are also assigned to dispose the garbage collected from all floors of the building to the designated area

Clarifications from Bidder's:

- Computation is on 8-hour basis
- Bidders must provide all the supplies, materials, tools and equipment listed on page 4 of the Terms of Reference; bathroom tissues will be provided by the procuring entity
- On discount – **NO DISCOUNT**
- Bidders were informed that in case of tie, a tie-breaking method by drawing of lots shall be used to determine the winning bidder thru sheer luck. The bidder whoever picks the “Congratulations” stub shall be declared the winning bidder.
- With respect on the Statement of the bidder's all ongoing government and private contracts, bidders may submit the Notice of Award or Contract, Notice to Proceed and Certificate of Accomplishment of **at least one private and one government ongoing contract as attachment to Annex A.**
- Statement of the bidder's Single Largest Completed Contract (SLCC) must be supported with Contract, Certificate of Completion and Certificate of Acceptance.
- Bidders are reminded that they may still submit their Class “A” Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class “A” Documents or a combination thereof. In case the

bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA9184. - (GPPB Resolution No. 26-2017, Circular 07-2017)

Please be informed that due to the belated posting of this bid bulletin, the deadline of submission and opening of bids has been moved from August 22, 2018 to August 23, 2018 at 9:00 A.M. and 10:00 A.M.

For the guidance and information of all concerned.



ASEC. ROBERTO P. ALABADO III
DOT-BAC Vice Chairperson

August 16, 2018