



SUPPLEMENTAL / BID BULLETIN

ADDENDUM NO. 2

This Addendum No. 2 on the *Procurement of Janitorial Services for the Department of Tourism* is issued to clarify, modify and/or amend items in the Terms of Reference. This shall form part an integral part of the Bidding Documents.

Changes in the Terms of Reference

• **On Item No. II – Department Requirements**

Three (3) shifts: from 6:00 A.M. to **10:00 P.M.** On 8-hour basis:
(6:00 AM – 3:00 PM; 10:00 AM – 7:00 PM; **2:00 PM – 10:00 PM**)

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

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

• **On the Set of Minimum Requirements (page 6)**

Item No. 3 – Housekeeping Plan

Based on personnel deployment from 6am to **10pm** on 8-hour basis

Please be reminded that the deadline of submission and opening of bids is on 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 17, 2018