



SUPPLEMENTAL/BID BULLETIN NO. 1

**PROCUREMENT OF JANITORIAL SERVICES FOR CY 2023
(DOT-BAC IB NO. 2023-009)**

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 13 April 2023 for the above-mentioned project.

A. The updated schedule of activities is as follows:

Activities	From	To
1. Deadline of Submission of Bids	Date: April 24, 2023 Time: 9:00 A.M. Venue: 4th Floor Procurement Management Division, DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City	Date: April 26, 2023 Time: 9:00 A.M. Venue: 4th Floor Procurement Management Division, DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City
2. Opening of Bids	Date: April 24, 2023 Time: 10:00 A.M. Venue: 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City	Date: April 26, 2023 Time: 10:00 A.M. Venue: 4th Floor Conference Room, DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City

B. Under Section VII. Technical Specifications of the Bidding Documents

I. On IV. Responsibilities of the Service Provider

OLD PROVISION	NEW PROVISIONS
<ul style="list-style-type: none"> provide certifications and/or proof of payment from the relevant government agencies that it is regularly paying the Social Security System (SSS), Pag-Ibig Fund, and PHILHEALTH Insurance contributions as mandated by law, as well as income taxes (if applicable) of its service personnel, Certifications or proof of payment will be based on the 3rd Quarter Clearance; 	<ul style="list-style-type: none"> provide certifications and/or proof of payment from the relevant government agencies that it is regularly paying the Social Security System (SSS), Pag-Ibig Fund, and PHILHEALTH Insurance contributions as mandated by law, as well as income taxes (if applicable) of its service personnel, Certifications or proof of payment will be based on the latest Clearance;

II. On VIII. Equipment, Tools, Supplies and Materials

OLD PROVISION	NEW PROVISIONS
D. Quarterly Heavy Duty Plunger (12 pcs.) E. Annual Supplies Rubber Force Pump (12 pcs.)	D. Quarterly Heavy Duty Plunger (9 pcs.) <i>Pls. see attached picture</i> E. Annual Supplies Long Spring Snake Cleaner Drain 10 meters (3 pcs.) Pls. see attached picture

C. Other Clarifications and Amendments

PARTICULARS / QUERIES	AMENDMENT/CLARIFICATION
1. Do we need to attach supporting documents for the Statement of all its Ongoing Government and Private Contracts (Annex "A")?	1. There is no need to submit attachments for the Statement of all its Ongoing Government and Private Contracts (Annex A), however during Post-qualification, DOT reserves the right to validate, verify, and ascertain all statements made in the said Statement. On the other hand, prospective bidders are required to attach the supporting documents required for the Single Largest and Completed Contracts (SLCC) (refer to Annex B of the Bidding Documents).
2. How much percentage is the administrative fee? What rate will be used with regard to the administrative cost?	2. We will follow the guidelines provided in the DOLE Order No. 18-A s.2011 which requires an administrative fee of not less than ten percent (10%) of the total contract cost.
3. Clarification whether the computation for Philhealth premium shall be based on 2023 rates-4.5% or will remain at 4%?	3. In consonance with the directive of the Office of the President to suspend the increase in Philhealth premium for CY 2023, the computation for Philhealth premium shall remain at 4%. However, upon issuance of the legal basis or order to increase the Philhealth premium rates, the contract amount will be adjusted to accommodate the change in the law upon receipt of notice from the janitorial agency.
4. Clarification whether the computation for SSS contribution rates shall be based on 2023 rates-14% (9.5% employer share) or will remain at 13% (8.5% employer share).	4. Pursuant to R.A No. 11199, otherwise known as the Social Security Act of 2018, SSS Commission Resolution No. 751 s. 2022 and SSS Circular No. 2022-033, the SSS contribution rates that will be used for the 2023 computation of cost of Janitorial Services shall be 14% (9.5% employer share)
5. On contract duration – Eight (8) months or May to December31, 2023.	5. The contract duration will be eight (8) months or from June 01, 2023 until January 31, 2024.

D. Others:

1. In case of tie or when two (2) or more bidders are determined and declared as Lowest Calculated and Responsive Bid (LCRB), the DOT BAC shall follow the Guidelines on the use of Non-discretionary/Non-discriminatory Selection criteria as Tie-breaking Method issued by the GPPB thru Circular No. 06-2005.

2. Please refer to the attached additional form/template for the breakdown of your financial bid or proposal.

This Supplemental/Bid Bulletin No.1 shall form part of the Bidding Documents

For the guidance and information of all concerned.


ASEC. REYNALDO L. CHING
 BAC Chairperson

19 April 2023



MustBuyLah Powerful Toilet Plunger Drain Plunger Sink Plunger

★★★★★ 138 Ratings

Brand: No Brand | More Fixtures & Plumbing from No Brand

₱167.00

Type

Toilet Bowl



Quantity

-

1

+

Only 14 items left

Buy Now

Add to Cart

TANGGAL BARA001 - 10Meter Long Spring Snake Cleaner Drain Auger Flexible Metal Dredge for Plumbing Spring Snake Clog Remover Sewer Dredge

★★★★★ 1 Ratings

Brand: No Brand | More Fixtures & Plumbing from No Brand

₱228.00
₱789.00 -71%



Promotions

Buy 3, Get Additional 4% off, Buy 4, Get Additional 5% off ▾

Quantity

-

1

+

Only 46 items left

Buy Now

Add to Cart

Detailed Cost Estimate for Janitorial Services (April - December 2023)

No. of Work-Hours per Day		8
No. of Work-Days per Week		6
No. of Work-Days for 12-Months		314
Bastic Rate (Following Wage Order NCR-23)	₱	570.00
No. of Janitorial Personnel		28

Particulars	Cost per Janitorial Personnel
A. Amount Directly to the Janitor	
1. Basic Salary (DW [P570.00 x 314-Days] ÷ 12-months)	
2. 13th Month Pay (Basic Pay per Month [P14,915.00]) ÷ 12-months	
3. 5-Days Incentive Leave (DW [P570.00] x 5-Days) ÷ 12-months	
<i>Sub-total (Total Amount in favor of the Janitorial Personnel)</i>	
B. Amount to Government in favor of Janitorial Personnel	
1. SSS (Salary Bracket PhP16,250.00 - 16,749.99)	
2. Philippine Health Premium (DW [P16,395.42 x 4%]) ÷ 2	
3. ECC Insurance Premiums	
4. Pag-Ibig Fund Contributions	
<i>Sub-total (Total Amount to Government in favor of Janitorial Personnel)</i>	
C. Total Amount to the Janitorial Personnel and Government (A+B)	
D. Supplies and Materials per Janitor (see attached list)	
E. Agency Fee (Administrative Overhead and Margin of 10%)	
F. Value Added Tax (C + D + E) x 0.12	
Total Estimated Cost per Janitorial Personnel (C + D + E + F)	
Total Estimated Budgetary Cost (8-hours duty x 28 x 8 months)	
Total	
Round-Off	

* Following DOLE Wage Order No. NCR-23, SSS and Philhealth Circulars/Issuances.