

Republic of the Philippines Department of Finance INSURANCE COMMISSION



BIDS AND AWARDS COMMITTEE SUPPLEMENTAL BID BULLETIN NO. 1

SUPPLY OF JANITORIAL SERVICES FOR THE INSURANCE COMMISSION (MANILA, CEBU AND DAVAO DISTRICT OFFICES) AND ITS PREMISES UNDER A THREE (3) YEAR SERVICE AGREEMENT (Project Reference No. 2019 – 07 - 207)

This Supplemental Bid Bulletin No. 1 dated 02 August 2019 is being issued to clarify, modify, or amend items in the Bidding Documents.

The following Items in the Bidding Documents for the Supply of Janitorial Services for the Insurance Commission (Manila, Cebu and Davao District Offices) and its Premises under a Three (3) Year Service Agreement dated 24 July 2019 are hereby revised/amended:

1. Amendment of Invitation to Bid, item no. 7 is hereby amended as follows:

FROM:

7. Bids must be duly received by the BAC Secretariat at the address below on or before **07 August 2019**, **1:30 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on **07 August 2019**, **2:00 P.M.** at **IC Function Room**, **Insurance Commission**, **1071 United Nations Avenue**, **Ermita**, **Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

TO:

7. Bids must be duly received by the BAC Secretariat at the address below on or before <u>13 August 2019</u>, 1:30 P.M. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on <u>13 August 2019, 2:00 P.M.</u> at IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

2. Amendment of Section III. Bid Data Sheet under ITB Clause 17.1 is hereby amended as follows:

FROM:

Error!	Bids will be valid until 05 December 2019.
Reference	
source not	
found.	

<u>TO:</u>

Error!	Bids will be valid until <u>11 December 2019</u> .
Reference	
source not	
found.	

3. Amendment of Section III. Bid Data Sheet under ITB Clause 18.2 is hereby amended as follows:

FROM:

Error!	Bids will be valid until 05 December 2019.
Reference	
source not	
found.	

<u>TO:</u>

Error!	Bids will be valid until <u>11 December 2019</u> .
Reference	
source not	
found.	

4. Amendment of Section III. Bid Data Sheet under ITB Clause 21 is hereby amended as follows:

FROM:

21	The address for submission of bids is:	
	MR. EDWIN CORNELIUS A. LAUZ	

Chairman, Bids and Awards Committee
Ground Floor, Insurance Commission
1071 United Nations Avenue, Ermita, Manila, Philippines.

The deadline for submission of bids is on **07 August 2019** at **1:30 P.M.**

<u>TO:</u>

Error! Reference source not	The address for submission of bids is: MR. EDWIN CORNELIUS A. LAUZ	
found.	Chairman, Bids and Awards Committee Ground Floor, Insurance Commission 1071 United Nations Avenue, Ermita, Manila, Philippines.	
	The deadline for submission of bids is on <u>13 August 2019</u> <u>at 1:30 P.M.</u>	

5. Amendment of Section III. Bid Data Sheet under ITB Clause 24.1 is hereby amended as follows:

FROM:

24.1	The place of bid opening is:	
	Function Room, Insurance Commission 1071 United Nations Avenue, Ermita, Manila, Philippines.	
	The date and time of bid opening is on 07 August 2019 at 2:00 P.M.	

<u>TO:</u>

24.1	The place of bid opening is:	
	Function Room, Insurance Commission 1071 United Nations Avenue, Ermita, Manila, Philippines.	
	The date and time of bid opening is on 13 August 2019 at 2:00 P.M.	

6. Amendment of **SECTION VI. SCHEDULE OF REQUIREMENTS** is hereby amended as follows:

C. SUPPLIES AND MATERIALS REQUIREMENT

1. MONTHLY MATERIALS

FROM:

DESCRIPTION	TOTAL QUANTITY PER YEAR	UNIT
All-purpose cleaner	24	gallons
Dishwashing Liquid	12	gallons
Disinfectant (Zonrox*)	48	gallons
Toilet Bowl Cleaner,	24	gallons
branded		
Rags	84	kilos
Liquid Soap, branded	72	gallons
Tissue Paper	768	Packs (10pcs/pack)
Paper Towel	500	Plastic Pack
Trash Bag (Small, biodegradable)	3204	pieces
Trash Bag (XL, biodegradable, Transparent)	3504	pieces
Powder Soap, branded	168	kilos
Deodorant Cake (Albatross*) with plastic holder	144	pieces
Scrubbing Pad 4' x 6'	180	pieces
Cleanser (Ajax*)	60	Paper cans
Carpet Shampoo, branded	24	gallons
Air Freshener (Glade*)	96	Cans
Glass Cleaner, branded	8	gallons
Furniture Polish (Pledge*)	48	Gallons
Fabric Softener (Downy)	24	Gallons
Steel Wool	96	Reams
Face Mask	120	Pieces
Insect killer water based (Baygon*)	60	Cans
Complete Wax	12	Gallons
All-purpose cleaner	12	gallons
Dishwashing Liquid	2	gallons
Disinfectant (Zonrox*)	4	gallon
Toilet bowl Cleaner, Branded	4	gallons

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Rags	4	kilos
Liquid soap, Branded	2	gallon
Tissue Paper	96	Packs (10pcs/pack)
Trash Bag (XL,	120	pieces
biodegradable,		·
Transparent)		
Deodorant cake	24	Pieces
(Albatross*)		
Cleanser (Ajax*)	4	Paper cans
Air Freshener (Glade*)	12	cans
Glass cleaner, branded	2 3	bottle
Insect killer water based	3	Cans
(Baygon*)		
All-purpose cleaner	12	gallons
Dishwashing Liquid	12	gallons
Disinfectant (Zonrox*)	12	gallon
Toilet bowl Cleaner,	6	gallons
Branded		
Rags	10	kilos
Liquid soap, Branded	10	gallon
Tissue Paper	100	Packs (10pcs/pack)
Trash Bag (XL,	120	pieces
biodegradable,		
Transparent)		
Deodorant cake	50	Pieces
(Albatross*)		
Scrubbing Pad 4' x 6'	30	Pieces
Cleanser (Ajax*)	30	Paper Cans
Air Freshener (Glade*)	15	Cans
Glass Cleaner, branded	10	Gallons
Furniture Polish	10	Gallons
(Pledge*)		
Face Mask	24	Pieces
Insecticide (Baygon-	3	Cans
biggest bottle*)		
Complete Wax	1	Gallons

<u>TO:</u>

DESCRIPTION	TOTAL QUANTITY PER YEAR	UNIT
	MANILA OFFICE	
All-purpose cleaner	24	gallons
Dishwashing Liquid	12	gallons
Disinfectant (Zonrox*)	48	gallons
Toilet Bowl Cleaner,	24	gallons
branded		
Rags	84	kilos
Liquid Soap, branded	72	gallons

Tissue Paper	600	Packs (10pcs/pack)
Paper Towel	470	Plastic Pack
Trash Bag (Small,	3204	pieces
biodegradable)	3_0 .	piococ
Trash Bag (XL,	3504	pieces
biodegradable,		piococ
Transparent)		
Powder Soap, branded	168	kilos
Deodorant Cake	144	pieces
(Albatross*) with plastic		piococ
holder		
Scrubbing Pad 4' x 6'	180	pieces
Cleanser (Ajax*)	60	Paper cans
Carpet Shampoo,	24	gallons
branded	_ :	ganerie
Air Freshener (Glade*)	96	Cans
Glass Cleaner, branded	8	gallons
Furniture Polish	48	Gallons
(Pledge*)	70	Juliono
Fabric Softener	24	Gallons
(Downy)		Canoni
Steel Wool	96	Reams
Face Mask	120	Pieces
Insect killer water based	60	Cans
(Baygon*)		Cario
Complete Wax	12	Gallons
	CEBU DISTRICT OFFICE	Callotto
All-purpose cleaner	12	gallons
Dishwashing Liquid	2	gallons
Disinfectant (Zonrox*)	4	gallon
Toilet bowl Cleaner,	4	gallons
Branded		9
Rags	4	kilos
Liquid soap, Branded	2	gallon
Tissue Paper	96	Packs (10pcs/pack)
Trash Bag (XL,	120	pieces
biodegradable,		p.0000
Transparent)		
Deodorant cake	24	Pieces
(Albatross*)		
Cleanser (Ajax*)	4	Paper cans
Air Freshener (Glade*)	12	cans
Glass cleaner, branded	2	bottle
Insect killer water based	3	Cans
(Baygon*)		C 3.10
	DAVAO DISTRICT OFFICE	
All-purpose cleaner	12	gallons
Dishwashing Liquid	12	gallons
Disinfectant (Zonrox*)	12	gallon
2.511105tant (20110X)	12	gallon

Toilet bowl Cleaner, Branded	6	gallons
Rags	10	kilos
Liquid soap, Branded	10	gallon
Tissue Paper	100	Packs (10pcs/pack)
Trash Bag (XL, biodegradable, Transparent)	120	pieces
Deodorant cake (Albatross*)	50	Pieces
Scrubbing Pad 4' x 6'	30	Pieces
Cleanser (Ajax*)	30	Paper Cans
Air Freshener (Glade*)	15	Cans
Glass Cleaner, branded	10	Gallons
Furniture Polish (Pledge*)	10	Gallons
Face Mask	24	Pieces
Insecticide (Baygon-biggest bottle*)	3	Cans
Complete Wax	1	Gallons

7. Amendment of **SECTION VIII. BIDDING FORMS** is hereby amended as follows:

FROM:

IC FORM NO. 2

COST DISTRIBUTION MANILA HEAD OFFICE

Daily Minimum Wage ¹	Р	527.00
COLA	Р	10.00
Days worked per week		6 days
No. of days per year		314

A. Amount due per Janitor

Basic Salary	: (DW x No. of days/yr)/12 months	= P	13,785.44
5 days Leave	: [(DW + COLA) x 5 days/12]	=	223.75
13th Month Pay	: DW x 365/12/12	=	1,148.79
COLA	: COLA x 314/12	=	261.58
EC		=	10.00
SSS		=	1,240.00
PhilHealth		=	189.55
PAG-IBIG		=	100.00
Cost per Janitor		Р	16,959.11

¹ Subject to change based on latest DOLE approved minimum wage.

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	Multiplied by No. of	Janitor		20
			Р	339,182.23
B.	Agency Fee		P	33,918.22
C.	Supplies Provision Supplies)	* (Average Monthly Cost of		
D.	12% VAT = [(A + B	+ C) 12%]		
E. Tot	al Cost of Janitorial	Service per Month (A+B+C+D)		
	Multiplied by Numbe	r of Months		12
Total	Cost of Janitorial Se	rvice for One Year – Manila	P	
Note:				
* Ple	ase fill out Cost Distrik	oution (SUPPLIES PROVISION)		
		COST DISTRIBUTION DAVAO DISTRICT OFFICE		
Daily I	Minimum Wage ²		P P	335.00 5.00
Days	worked per week days per year		'	6 days 262
A.	Amount due per Ja	nitor		
	Basic Salary 5 days Leave 13th Month Pay COLA EC SSS PhilHealth PAG-IBIG Cost per Janitor Multiplied by No. of S	: (DW x No. of days/yr)/12 months : [(DW + COLA) x 5 days/12] : DW x 365/12/12 : COLA x 262/12	= P = = = = = = = = P	7,311.38 141.67 609.28 109.13 10.00 640.00 100.53 100.00 9,021.98 1
В.	Agency Fee		Р	902.20
C.	Supplies Provision Supplies)	* (Average Monthly Cost of		

 $^{^2}$ Subject to change based on latest DOLE approved minimum wage.

D. $12\% \text{ VAT} = [(A + B + C) 12\%]$		
Total Cost of Janitorial Service per Month (A+B+C+D)		
Multiplied by Number of Months		12
Total Cost of Janitorial Service for One Year – Davao	Р	

Note:

SUPPLIES AND MATERIALS REQUIREMENT MONTHLY MATERIALS

DESCRIPTION	TOTAL QUANTITY	UNIT	Bidder's	Proposal
DESCRIPTION	PER YEAR	Olti	Amount	Brand
All-purpose	24	gallons		
cleaner				
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	48	gallons		
Toilet Bowl Cleaner, branded	24	gallons		
Rags	84	kilos		
Liquid Soap, branded	72	gallons		
Tissue Paper	768	Packs (10pcs/pack)		
Paper Towel	500	Plastic Pack		
Trash Bag (Small, biodegradable)	3204	pieces		
Trash Bag (XL, biodegradable, Transparent)	3504	pieces		
Powder Soap, branded	168	kilos		
Deodorant Cake (Albatross*) with plastic holder	144	pieces		
Scrubbing Pad 4' x 6'	180	pieces		
Cleanser (Ajax*)	60	Paper cans		
Carpet Shampoo, branded	24	gallons		
Air Freshener (Glade*)	96	Cans		

^{*} Please fill out Cost Distribution (SUPPLIES PROVISION)

Glass Cleaner,	8	gallons	
branded			
Furniture Polish (Pledge*)	48	Gallons	
Fabric Softener (Downy)	24	Gallons	
Steel Wool	96	Reams	
Face Mask	120	Pieces	
Insect killer water	60	Cans	
based (Baygon*)			
Complete Wax	12	Gallons	
All-purpose	12	gallons	
cleaner			
Dishwashing	2	gallons	
Liquid			
Disinfectant	4	gallon	
(Zonrox*)			
Toilet bowl	4	gallons	
Cleaner, Branded			
Rags	4	kilos	
Liquid soap,	2	gallon	
Branded			
Tissue Paper	96	Packs	
		(10pcs/pack)	
Trash Bag (XL,	120	pieces	
biodegradable,			
Transparent)			
Deodorant cake	24	Pieces	
(Albatross*)			
Cleanser (Ajax*)	4	Paper cans	
Air Freshener	12	cans	
(Glade*)			
Glass cleaner,	2	bottle	
branded			
Insect killer water	3	Cans	
based (Baygon*)			
All-purpose	12	gallons	
cleaner		5	
Dishwashing	12	gallons	
Liquid	- —	9	
Disinfectant	12	gallon	
(Zonrox*)	- —	9	
Toilet bowl	6	gallons	
Cleaner, Branded	-	9	
Rags	10	kilos	
Liquid soap,	10	gallon	
Branded	. 🗸	35	
Tissue Paper	100	Packs	
	.00	(10pcs/pack)	
		(10poo/paoit)	

Trash Bag (XL, biodegradable, Transparent)	120	pieces	
Deodorant cake (Albatross*)	50	Pieces	
Scrubbing Pad 4' x 6'	30	Pieces	
Cleanser (Ajax*)	30	Paper Cans	
Air Freshener (Glade*)	15	Cans	
Glass Cleaner, branded	10	Gallons	
Furniture Polish (Pledge*)	10	Gallons	
Face Mask	24	Pieces	
Insecticide (Baygon-biggest bottle*)	3	Cans	
Complete Wax	1	Gallons	

TO:

COST DISTRIBUTION MANILA HEAD OFFICE

Days	Minimum Wage ³ worked per week f days per year		Р	537.00 6 days 314
A.	Amount due per Jan	itor		
	•	: (DW x No. of days/yr)/12 months	= P	14,047.03
	•	: [DW x 5 days/12]	=	223.75
	13th Month Pay	: DW x 365/12/12	=	1,170.59
	EC		=	10.00
	SSS		=	1,240.00
	PhilHealth		=	193.15
	PAG-IBIG		=	100.00
	Cost per Janitor		Р	16,984.51
	Multiplied by No. of Ja	anitor		20
			Р	339,690.14
В.	Agency Fee		P	33,969.01
C.	Supplies Provision* Supplies)	(Average Monthly Cost of		

 $^{^3}$ Subject to change based on latest DOLE approved minimum wage.

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	12% VAT = [(A + B -	- C) 12%] Service per Month (A+B+C+D)		
	Multiplied by Numbe	of Months		12
Total C	Cost of Janitorial Se	vice for One Year – Manila	Р	
Note:				
* Plea	se fill out Cost Distrib	ution (SUPPLIES PROVISION)		
		COST DISTRIBUTION DAVAO DISTRICT OFFICE		
Days	Minimum Wage ⁴ worked per week f days per year		Р	396.00 6 days 262
A.	Amount due per J	anitor		
	Basic Salary 5 days Leave 13th Month Pay EC SSS PhilHealth PAG-IBIG	: (DW x No. of days/yr)/12 months : [DW x 5 days/12] : DW x 365/12/12	= P = = = = =	8,642.70 165.00 720.23 10.00 640.00 118.84 100.00
	Cost per Janitor Multiplied by No. of	lanitor	Р	10,396.76
	Multiplied by No. of	Janiloi	Р	10,396.76
В.	Agency Fee		P	1,039.68
C.	Supplies Provisio Supplies)	n* (Average Monthly Cost of		
D.	12% VAT = [(A + E	s + C) 12%]		
Total	Cost of Janitorial S	ervice per Month (A+B+C+D)		
	Multiplied by Numb	er of Months		12
Total	Cost of Janitorial S	ervice for One Year – Davao	P	
Note:				

⁴ Subject to change based on latest DOLE approved minimum wage.

* Please fill out Cost Distribution (SUPPLIES PROVISION)

	TOTAL		Bidder's	Proposal
DESCRIPTION	QUANTITY PER YEAR	UNIT	Amount	Brand
M	ANILA OFFICE			
All-purpose cleaner	24	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	48	gallons		
Toilet Bowl Cleaner, branded	24	gallons		
Rags	84	kilos		
Liquid Soap, branded	72	gallons		
Tissue Paper	600	Packs (10pcs/pack)		
Paper Towel	470	Plastic Pack		
Trash Bag (Small, biodegradable)	3204	pieces		
Trash Bag (XL, biodegradable, Transparent)	3504	pieces		
Powder Soap, branded	168	kilos		
Deodorant Cake (Albatross*) with plastic holder	144	pieces		
Scrubbing Pad 4' x 6'	180	pieces		
Cleanser (Ajax*)	60	Paper cans		
Carpet Shampoo, branded	24	gallons		
Air Freshener (Glade*)	96	Cans		
Glass Cleaner, branded	8	gallons		
Furniture Polish (Pledge*)	48	Gallons		
Fabric Softener (Downy)	24	Gallons		
Steel Wool	96	Reams		

Face Mask	120	Pieces					
Insect killer	60	Cans					
water based	00	Cario					
(Baygon*)							
Complete Wax	12	Gallons					
CEBU DISTRICT OFFICE							
All-purpose 12 gallons							
cleaner	12	ganons					
Dishwashing	2	gallons					
Liquid	2	yalloris					
Disinfectant	4	gallan					
	4	gallon					
(Zonrox*)	4	gollono					
Toilet bowl	4	gallons					
Cleaner,							
Branded	4	lette e					
Rags	4	kilos					
Liquid soap,	2	gallon					
Branded							
Tissue Paper	96	Packs					
		(10pcs/pack)					
Trash Bag (XL,	120	pieces					
biodegradable,							
Transparent)							
Deodorant cake	24	Pieces					
(Albatross*)							
Cleanser (Ajax*)	4	Paper cans					
Air Freshener	12	cans					
(Glade*)							
Glass cleaner,	2	bottle					
branded							
Insect killer	3	Cans					
water based							
(Baygon*)							
	DISTRICT OF	FICE					
All-purpose	12	gallons					
cleaner							
Dishwashing	12	gallons					
Liquid	_	9					
Disinfectant	12	gallon					
(Zonrox*)	· <u>-</u>	35					
Toilet bowl	6	gallons					
Cleaner,		9401.0					
Branded							
Rags	10	kilos					
Liquid soap,	10	gallon					
Branded	10	ganon					
Tissue Paper	100	Packs					
ι 13306 Γαρσι	100	(10pcs/pack)					
		(Tupus/pauk)					

Trash Bag (XL, biodegradable,	120	pieces	
Transparent)			
Deodorant cake	50	Pieces	
(Albatross*)			
Scrubbing Pad	30	Pieces	
4' x 6'			
Cleanser (Ajax*)	30	Paper Cans	
Air Freshener	15	Cans	
(Glade*)			
Glass Cleaner,	10	Gallons	
branded			
Furniture Polish	10	Gallons	
(Pledge*)			
Face Mask	24	Pieces	
Insecticide	3	Cans	
(Baygon-biggest			
bottle*)			
Complete Wax	1	Gallons	

This Supplemental Bid Bulletin No. 1 shall form part of the Bid Documents. Any provisions in the Bid Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For the information and guidance of all concerned.

Issued this 02 August 2019 in the City of Manila.

[SGD] EDWIN CORNELIUS A. LAUZ

Chairman
Bids and Awards Committee

Supplemental Bid Bulletin No. 1 for the **Supply of Janitorial Services for the Insurance Commission (Manila, Cebu and Davao District Offices) and its Premises under a Three (3) Year Service Agreement (Project Reference No. 2019-07-207)** dated 02 August 2019 consisting of Fifteen (15) pages.

Received by:	
Name of the Bidder/Company:	
Name of Authorized Representative/s: _	
Signature/s:	

Date:	_		