



**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)**

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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 **13 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 **13 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.

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

**FROM:**

<b>Error! Reference source not found.</b>	Bids will be valid until <b><i>05 December 2019.</i></b>
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**TO:**

<b>Error! Reference source not found.</b>	Bids will be valid until <b><u><i>11 December 2019.</i></u></b>
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3. Amendment of Section III. Bid Data Sheet under ITB Clause 18.2 is hereby amended as follows:

**FROM:**

<b>Error! Reference source not found.</b>	Bids will be valid until <b><i>05 December 2019.</i></b>
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**TO:**

<b>Error! Reference source not found.</b>	Bids will be valid until <b><u><i>11 December 2019.</i></u></b>
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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:  <b>MR. EDWIN CORNELIUS A. LAUZ</b>
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	<p>Chairman, Bids and Awards Committee Ground Floor, Insurance Commission 1071 United Nations Avenue, Ermita, Manila, Philippines.</p> <p>The deadline for submission of bids is on <b>07 August 2019 at 1:30 P.M.</b></p>
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**TO:**

<p><b>Error! Reference source not found.</b></p>	<p>The address for submission of bids is:</p> <p><b>MR. EDWIN CORNELIUS A. LAUZ</b></p> <p>Chairman, Bids and Awards Committee Ground Floor, Insurance Commission 1071 United Nations Avenue, Ermita, Manila, Philippines.</p> <p>The deadline for submission of bids is on <b><u>13 August 2019 at 1:30 P.M.</u></b></p>
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5. Amendment of Section III. Bid Data Sheet under ITB Clause 24.1 is hereby amended as follows:

**FROM:**

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

24.1	<p>The place of bid opening is:</p> <p>Function Room, Insurance Commission 1071 United Nations Avenue, Ermita, Manila, Philippines.</p> <p>The date and time of bid opening is on <b><u>13 August 2019 at 2:00 P.M.</u></b></p>
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6. Amendment of **SECTION VI. SCHEDULE OF REQUIREMENTS** is hereby amended as follows:

**C. SUPPLIES AND MATERIALS REQUIREMENT**  
**1. MONTHLY MATERIALS**

**FROM:**

<b>DESCRIPTION</b>	<b>TOTAL QUANTITY PER YEAR</b>	<b>UNIT</b>
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	<b>768</b>	Packs (10pcs/pack)
Paper Towel	<b>500</b>	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

Rags	4	kilos
Liquid soap, Branded	2	gallon
Tissue Paper	96	Packs (10pcs/pack)
Trash Bag (XL, biodegradable, Transparent)	120	pieces
Deodorant cake (Albatross*)	24	Pieces
Cleanser (Ajax*)	4	Paper cans
Air Freshener (Glade*)	12	cans
Glass cleaner, branded	2	bottle
Insect killer water based (Baygon*)	3	Cans
All-purpose cleaner	12	gallons
Dishwashing Liquid	12	gallons
Disinfectant (Zonrox*)	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

**TO:**

DESCRIPTION	TOTAL QUANTITY PER YEAR	UNIT
<b>MANILA OFFICE</b>		
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	<b>600</b>	Packs (10pcs/pack)
Paper Towel	<b>470</b>	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
<b>CEBU DISTRICT OFFICE</b>		
All-purpose cleaner	12	gallons
Dishwashing Liquid	2	gallons
Disinfectant (Zonrox*)	4	gallon
Toilet bowl Cleaner, Branded	4	gallons
Rags	4	kilos
Liquid soap, Branded	2	gallon
Tissue Paper	96	Packs (10pcs/pack)
Trash Bag (XL, biodegradable, Transparent)	120	pieces
Deodorant cake (Albatross*)	24	Pieces
Cleanser (Ajax*)	4	Paper cans
Air Freshener (Glade*)	12	cans
Glass cleaner, branded	2	bottle
Insect killer water based (Baygon*)	3	Cans
<b>DAVAO DISTRICT OFFICE</b>		
All-purpose cleaner	12	gallons
Dishwashing Liquid	12	gallons
Disinfectant (Zonrox*)	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 <sup>1</sup>	P	527.00
COLA	P	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		<u>P</u>	<u>16,959.11</u>

<sup>1</sup> Subject to change based on latest DOLE approved minimum wage.

	Multiplied by No. of Janitor	20
		<b>P 339,182.23</b>
<b>B.</b>	<b>Agency Fee</b>	<b>P 33,918.22</b>
<b>C.</b>	<b>Supplies Provision* (Average Monthly Cost of Supplies)</b>	
<b>D.</b>	<b>12% VAT = [(A + B + C) 12%]</b>	
<b>E.</b>	<b>Total Cost of Janitorial Service per Month (A+B+C+D)</b>	
	Multiplied by Number of Months	12
	<b>Total Cost of Janitorial Service for One Year – Manila</b>	<b>P</b>

Note:

\* Please fill out Cost Distribution (SUPPLIES PROVISION)

**COST DISTRIBUTION**  
**DAVAO DISTRICT OFFICE**

Daily Minimum Wage <sup>2</sup>		P 335.00
COLA		P 5.00
Days worked per week		6 days
No. of days per year		262
<b>A.</b>	<b>Amount due per Janitor</b>	
Basic Salary	: (DW x No. of days/yr)/12 months	= P 7,311.38
5 days Leave	: [(DW + COLA) x 5 days/12]	= 141.67
13th Month Pay	: DW x 365/12/12	= 609.28
COLA	: COLA x 262/12	= 109.13
EC		= 10.00
SSS		= 640.00
PhilHealth		= 100.53
PAG-IBIG		= 100.00
Cost per Janitor		P 9,021.98
Multiplied by No. of Janitor		1
		<b>P 9,021.98</b>
<b>B.</b>	<b>Agency Fee</b>	<b>P 902.20</b>
<b>C.</b>	<b>Supplies Provision* (Average Monthly Cost of Supplies)</b>	

<sup>2</sup> Subject to change based on latest DOLE approved minimum wage.



D. 12% 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

P

Note:

\* Please fill out Cost Distribution (SUPPLIES PROVISION)

### SUPPLIES AND MATERIALS REQUIREMENT MONTHLY MATERIALS

DESCRIPTION	TOTAL QUANTITY PER YEAR	UNIT	Bidder's Proposal	
			Amount	Brand
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	<b>768</b>	Packs (10pcs/pack)		
Paper Towel	<b>500</b>	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		
Rags	4	kilos		
Liquid soap, Branded	2	gallon		
Tissue Paper	96	Packs (10pcs/pack)		
Trash Bag (XL, biodegradable, Transparent)	120	pieces		
Deodorant cake (Albatross*)	24	Pieces		
Cleanser (Ajax*)	4	Paper cans		
Air Freshener (Glade*)	12	cans		
Glass cleaner, branded	2	bottle		
Insect killer water based (Baygon*)	3	Cans		
All-purpose cleaner	12	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	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		

**TO:**

**COST DISTRIBUTION  
MANILA HEAD OFFICE**

Daily Minimum Wage <sup>3</sup>	P	537.00
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	14,047.03
5 days Leave	: [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			P	16,984.51
Multiplied by No. of Janitor				20

**P 339,690.14**

**B. Agency Fee**

**P 33,969.01**

**C. Supplies Provision\* (Average Monthly Cost of Supplies)**

<sup>3</sup> Subject to change based on latest DOLE approved minimum wage.

<b>D.</b>	<b>12% VAT = [(A + B + C) 12%]</b>	_____
<b>E.</b>	<b>Total Cost of Janitorial Service per Month (A+B+C+D)</b>	_____
	Multiplied by Number of Months	12
	<b>Total Cost of Janitorial Service for One Year – Manila</b>	<b>P</b>

Note:

\* Please fill out Cost Distribution (SUPPLIES PROVISION)

**COST DISTRIBUTION**  
**DAVAO DISTRICT OFFICE**

Daily Minimum Wage <sup>4</sup>	P	396.00
Days worked per week		6 days
No. of days per year		262

**A. Amount due per Janitor**

Basic Salary	: (DW x No. of days/yr)/12 months	= P	8,642.70
5 days Leave	: [DW x 5 days/12]	=	165.00
13th Month Pay	: DW x 365/12/12	=	720.23
EC		=	10.00
SSS		=	640.00
PhilHealth		=	118.84
PAG-IBIG		=	100.00
Cost per Janitor		P	10,396.76
Multiplied by No. of Janitor			1
		<b>P</b>	<b>10,396.76</b>

**B. Agency Fee**

**P 1,039.68**

**C. Supplies Provision\* (Average Monthly Cost of Supplies)**

<b>D.</b>	<b>12% VAT = [(A + B + C) 12%]</b>	_____
	<b>Total Cost of Janitorial Service per Month (A+B+C+D)</b>	_____
	Multiplied by Number of Months	12
	<b>Total Cost of Janitorial Service for One Year – Davao</b>	<b>P</b>

Note:

<sup>4</sup> Subject to change based on latest DOLE approved minimum wage.

\* Please fill out Cost Distribution (SUPPLIES PROVISION)

DESCRIPTION	TOTAL QUANTITY PER YEAR	UNIT	Bidder's Proposal	
			Amount	Brand
<b>MANILA OFFICE</b>				
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	<b>600</b>	Packs (10pcs/pack)		
Paper Towel	<b>470</b>	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		
<b>CEBU DISTRICT OFFICE</b>				
All-purpose cleaner	12	gallons		
Dishwashing Liquid	2	gallons		
Disinfectant (Zonrox*)	4	gallon		
Toilet bowl Cleaner, Branded	4	gallons		
Rags	4	kilos		
Liquid soap, Branded	2	gallon		
Tissue Paper	96	Packs (10pcs/pack)		
Trash Bag (XL, biodegradable, Transparent)	120	pieces		
Deodorant cake (Albatross*)	24	Pieces		
Cleanser (Ajax*)	4	Paper cans		
Air Freshener (Glade*)	12	cans		
Glass cleaner, branded	2	bottle		
Insect killer water based (Baygon*)	3	Cans		
<b>DAVAO DISTRICT OFFICE</b>				
All-purpose cleaner	12	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	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		

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: \_\_\_\_\_