



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



## **BIDS AND AWARDS COMMITTEE**

### **SUPPLEMENTAL BID BULLETIN NO. 1**

#### **Procurement of Janitorial Manpower Services for the Insurance Commission (Manila Head Office, Cebu, and Davao District Offices and its premises) (Project reference No. 2023-07- 231)**

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This Supplemental Bid Bulletin No. 1 dated 07 September 2023 is being issued to clarify, modify, or amend items in the Bidding Documents.

The following Items in the Bidding Documents for the *Procurement of Janitorial Manpower Services for the Insurance Commission ( Manila Head Office, Cebu, and Davao District Offices and its premises) with Project Reference No. 2023-07-231*, dated 14 August 2023 is hereby amended as follows:

1. Amendment of Section 1 Invitation to Bid

**FROM:**

1. The **Insurance Commission through its Bids and Awards Committee (BAC)**, through the Special Account in the General Fund (151) intends to apply the sum of **Eight Million One Hundred Forty Nine Thousand Seven Hundred Thirty Nine Pesos and 75/100 (P8,149,739.75)** inclusive of 12% VAT, being the ABC to payments under the contract for the Procurement of Janitorial Manpower Services for the Insurance Commission (Manila Head Office, Cebu and Davao District Offices) and its premises from **November 01, 2023 to October 31, 2024**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

**TO:**

1. The Insurance Commission through its Bids and Awards Committee (BAC), through the Special Account in the General Fund (151) intends to apply the sum of **Eight Million Eight Hundred Forty-Five Thousand and Three Hundred Ninety-Five Pesos and 90/100 (P 8,845,395.90)**, inclusive of 12% VAT, being the ABC to payments under the contract for the procurement of security services for the Insurance Commission (Manila Head Office, Cebu and Davao District Offices) and its premises from October 30, 2023 to October 29, 2024. Bids received in excess of the ABC shall be automatically rejected at bid opening.

## 2. Funding Information

### **FROM:**

The GOP through the source of funding as indicated below for **FY 2023** in the amount of ***Eight Million One Hundred Forty Nine Thousand Seven Hundred Thirty Nine Pesos and 75/100 (P8,149,739.75)***.

### **TO:**

The GOP through the source of funding as indicated below for **FY 2023** in the amount of ***Eight Million Eight Hundred Forty-Five Thousand and Three Hundred Ninety-Five Pesos and 90/100 (P 8,845,395.90)***.

## 3. Amendment of Bid Data Sheet

### **FROM:**

14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

1. The amount of not less than **One Hundred Sixty-Two Thousand Nine Hundred Ninety-Four Pesos and 80/100 (PHP 162,994.80** or 2% of the ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
2. The amount of not less than **Four Hundred Seven Thousand Four Hundred Eighty-Six Pesos and 99/100 (PhP 407,486.99** or 5% of the ABC) if bid security is in Surety Bond.

### **TO:**

14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

1. The amount of not less than **One Hundred Seventy-Six Thousand Nine Hundred Seven Pesos and 92/100 (PHP 176,907.92** or 2% of the ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

2. The amount of not less than **Four Hundred Forty-Two Thousand Two Hundred Sixty-Nine Pesos and 80/100 (PhP 442,269.80** or 5% of the ABC) if bid security is in Surety Bond.

4. Amendment to IC Form No. 2 on Detailed Cost Distribution Form

**The computation of Philhealth premium is changed from 4.5 % to 4%.**

5. Amendment of Section VI. Schedule of Requirements

Item	Frequency	UOM	Qty	
			From	To
<b>Manila Head Office</b>				
Dishwashing Liquid	Monthly	Gallons	12	24
Rags	Monthly	Kilos	84	120
Liquid Soap, branded	Monthly	Gallons	84	180
Tissue Paper	Monthly	Rolls	7,200	7,500
Interfolded Paper Towel	Monthly	Packs	480	540
Paper Towel	Monthly	Plastic Pack	96	420
Trash Bag (Small, biodegradable)	Monthly	Pieces	3,216	3,600
Powder Soap, branded	Monthly	Kilos	168	180
Scrubbing Pad 4' x 6'	Monthly	Pieces	180	360
Face Mask	Monthly	50/box	5	12
Water-based insect killer (Baygon*)	Monthly	Cans	96	156
Chamois	Quarterly	Pieces	92	600
Furniture polish (Pledge*)	Quarterly	Cans	32	240
<b>Cebu District Office</b>				
Dishwashing Liquid	Monthly	Gallons	12	24
Tissue Paper	Monthly	Packs (10pcs/pack)	96	120
Furniture polish (Pledge*)	Monthly	Cans	12	24
Disinfectant Spray	Monthly	Cans	12	24
Insecticide Spray	Monthly	Cans	12	24
Floor Mop	Quarterly	Piece	8	12
<b>Davao District Office</b>				
Dishwashing Liquid	Monthly	Gallons	12	24
Tissue Paper	Monthly	Packs (10pcs/pack)	108	120
Furniture polish (Pledge*)	Monthly	Cans	12	24

#### **Additional Provisions**

Item	Frequency	UOM	Qty
<b>Manila Head Office</b>			
Toilet Bowl Strip Cleaner	Monthly	Packs	360
Humidifier Scent	Monthly	Liter	132
Disinfectant Spray	Monthly	Cans	252
Humidifier	Annually	Pieces	11

<b>Cebu District Office</b>			
Toilet Bowl Strip Cleaner	Monthly	Packs	24
Humidifier Scent	Monthly	Cans	12
Humidifier	Annually	Pieces	1
<b>Davao District Office</b>			
Toilet Bowl Strip Cleaner	Monthly	Packs	24
Humidifier Scent	Monthly	Cans	12
Humidifier	Annually	Pieces	1

6. Amendment of Section VII. Technical Specifications

**FROM:**

IX. APPROVED BUDGET FOR THE CONTRACT

**Eight Million One Hundred Forty Nine Thousand Seven Hundred Thirty Nine Pesos and 75/100 (P8,149,739.75) ONLY.**

For purposes of the computation of budgetary requirements, please refer to **ANNEX 1.**

				<b>ANNEX 1</b>
<b>COMPUTATION OF THE MONTHLY SALARY OF JANITORS</b>				
<b>A. AMOUNT DUE TO GOVERNMENT AND JANITOR</b>	<b>MANILA (In Peso)</b>	<b>CEBU (In Peso)</b>	<b>DAVAO (In Peso)</b>	
<b>MINIMUM WAGE RATE (MWR)</b>	<i>NCR Minimum Wage Rate = P610.00 per Wage Order No. NCR-24, s. of 2023</i>	<i>Minimum Wage Rate = P425.00 per Wage Order No. ROVII-23, s. of 2022</i>	<i>Minimum Wage Rate = P425.00 per Wage Order No. RBXI-21, s. of 2018</i>	
<i>per Janitor</i>				
Basic Daily Wage Rate (MWR x 313 <sup>1</sup> days/12)	15,650.00	11,085.42	11,424.50	
13th month pay (MWR x days/12/12)	1,304.17	923.78	952.04	
5 days incentive leave pay (MWR x 5/12)	254.17	177.08	184.58	
COLA (10 x 313 / 12)	260.83	-	260.83	
<i>per Government</i>				
SSS (Employer Share)	1,502.50	1,055.00	1,102.50	
PhilHealth - 4.50% of Monthly Basic Salary (Employer Share)	352.13	249.42	257.05	
EC (Employer Share)	30.00	10.00	10.00	
Pag-IBIG Premium (Employer Share)	100.00	100.00	100.00	
Cost per Janitor	19,453.79	13,600.71	14,291.51	
Multiplied by No. of Janitor/s	20	1	1	
<b>TOTAL AMOUNT DUE TO GOVERNMENT AND JANITOR</b>	<b>389,075.80</b>	<b>13,600.71</b>	<b>14,291.51</b>	
<b>B. Agency Fee (at least 10% of the amount due to the Janitor)</b>				

<sup>1</sup> pp. 8, Handbook Workers' Statutory Monetary Benefits, 2023 Edition, [https://bwc.dole.gov.ph/images/Handbook/2023-08-10\\_Handbook-onWorkers-Statutory-Monetary-Benefits\\_2023edition.pdf](https://bwc.dole.gov.ph/images/Handbook/2023-08-10_Handbook-onWorkers-Statutory-Monetary-Benefits_2023edition.pdf)

C.	Supplies Provision (Average Monthly Cost of Supplies)			
D.	12% Value-Added Tax [(A +B +C) x 12%]			
Total Cost of Janitorial Service per Month				
Multiplied by number of months		12	12	12
<b>TOTAL ANNUAL COST OF JANITORIAL SERVICES</b>				

**TO:**

**IX. APPROVED BUDGET FOR THE CONTRACT**

***Eight Million Eight Hundred Forty-Five Thousand and Three Hundred Ninety-Five Pesos and 90/100 (P 8,845,395.90) ONLY.***

For purposes of the computation of budgetary requirements, please refer to **ANNEX 1.**

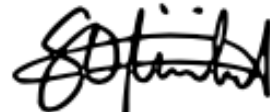
<b>ANNEX 1</b>			
<b>COMPUTATION OF THE MONTHLY SALARY OF JANITORS</b>			
<b>B. AMOUNT DUE TO GOVERNMENT AND JANITOR</b>	<b>MANILA (In Peso)</b>	<b>CEBU (In Peso)</b>	<b>DAVAO (In Peso)</b>
<b>MINIMUM WAGE RATE (MWR)</b>	<i>NCR Minimum Wage Rate = P610.00 per Wage Order No. NCR-24, s. of 2023</i>	<i>Minimum Wage Rate = P435.00 per Wage Order No. ROVII-23, s. of 2022</i>	<i>Minimum Wage Rate = P443.00 per Wage Order No. RBXI-21, s. of 2018</i>
<i>per Janitor</i>			
Basic Daily Wage Rate (MWR x 313 <sup>2</sup> days/12)	15,910.83	11,346.25	11,554.92
13th month pay (MWR x days/12/12)	1,325.90	945.52	962.91
5 days incentive leave pay (MWR x 5/12)	254.17	181.25	184.58
<i>per Government</i>			
SSS Premium (Employer Share)	1,502.50	1,055.00	1,102.50
PhilHealth - 4% of Monthly Basic Salary (Employer Share)	318.22	226.93	231.10
EC (Employer Share)	30.00	10.00	10.00
Pag-IBIG Premium (Employer Share)	100.00	100.00	100.00
Cost per Janitor	19,441.60	13,572.99	14,146.01
Multiplied by No. of Janitor/s	20	1	1
<b>TOTAL AMOUNT DUE TO GOVERNMENT AND JANITOR</b>	<b>388,832.40</b>	<b>13,864.95</b>	<b>14,146.01</b>
<b>B. Agency Fee (at least 10% of the amount due to the Janitor)</b>			
<b>C. Supplies Provision (Average Monthly Cost of Supplies)</b>			
<b>D. 12% Value-Added Tax [(A +B +C) x 12%]</b>			
Total Cost of Janitorial Service per Month			
Multiplied by number of months	12	12	12
<b>TOTAL ANNUAL COST OF JANITORIAL SERVICES</b>			

2 pp. 8, Handbook Workers' Statutory Monetary Benefits, 2023 Edition, [https://bwc.dole.gov.ph/images/Handbook/2023-08-10\\_Handbook-onWorkers-Statutory-Monetary-Benefits\\_2023edition.pdf](https://bwc.dole.gov.ph/images/Handbook/2023-08-10_Handbook-onWorkers-Statutory-Monetary-Benefits_2023edition.pdf)

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

For the information and guidance of all concerned.

Issued this 07 September 2023 in the City of Manila.



**MR. ARTURO S. TRINIDAD II**  
BAC Chairperson  
Bids and Awards Committee

Supplemental Bid Bulletin No. 1 for the **Procurement of Janitorial Manpower Services for the Insurance Commission ( Manila Head Office, Cebu, and Davao District Offices and its premises) with Project Reference No. 2023-07-231**, dated 07 September 2023 consisting of seven (7) pages.

Received by:

Name of the Bidder/Company: \_\_\_\_\_

Name of Authorized Representative/s: \_\_\_\_\_

Signature/s: \_\_\_\_\_