



**BIDS AND AWARDS COMMITTEE
SUPPLEMENTAL BID BULLETIN**

**Procurement of Janitorial Manpower Services for the Insurance Commission
(Manila Head Office, Cebu, and Davao District Offices and its premises)
(Project reference No. 2025-01-001)**

This Supplemental Bid Bulletin No.1 dated 28 December 2024 is being issued to clarify, modify, or amend items in the Bidding Documents.

The following Items in the Bidding Documents for the **Janitorial Manpower Services for the Insurance Commission (Manila Head Office, Cebu, and Davao District Offices and its premises) with Project Reference No. 2025-01-001**, dated 16 December 2024 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 **Ten Million Two Hundred Seven Thousand Five Hundred Four Pesos and 46/100 (P 10,207,504.46)** 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 **February 01, 2025 to January 31, 2025**. 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 **Ten Million Two Hundred Seven Thousand Five Hundred Four Pesos and 46/100 (P 10,207,504.46)** 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 **February 01, 2025 to January 31, 2026**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. Amendment of Section VI. Schedule of Requirements

1. MONTHLY MATERIALS

Manila Head Office			
Item	UOM	QUANTITY	
		FROM (Qty per Annum)	TO (Qty per Month)

All-purpose cleaner	gallons	36	3
Dishwashing Liquid (475ml)	bottles	72	6
Sponge (75mmx30mm)	pieces	180	15
Disinfectant	gallons	72	6
Toilet Bowl Cleaner	gallons	36	3
Rags (round) (small size)	kilos	180	15
Floor mat (rectangle) (plain color except white)	pieces	600	50
Liquid Hand Soap (450ml)	bottles	300	25
Tissue Roll 600 sheet, 3 ply 100% virgin pulp and free from artificial whiteners and elemental chlorine Brand shall be printed on the packaging	Rolls	11,280	940
Interfolded Tissue Paper 1 ply, 175 pulls virgin pulp Brand shall be printed on the packaging	pieces	810	68
Unscented facial tissue large box type 3 ply, 190 pulls 100% virgin pulp and free from artificial whiteners and elemental chlorine Brand shall be printed on the packaging	pieces	630	53
Trash Bag (Small, biodegradable)	pieces	5,400	450
Trash Bag (XL, biodegradable, Transparent)	pieces	7,200	600
Powder Soap	kilos	270	23
Scented Gel Air Freshener (180g)	pieces	216	18
Scrubbing Pad 4' x 6'	pieces	540	45
Cleanser	pieces	90	8
Carpet Shampoo	gallons	36	3
Air Freshener (320ml) Aerosol type/spray type Net content: 150g (minimum) Citrus or linen scent (long lasting fragrance) Brand shall be printed on the packaging The brand has been in the local market (Philippines) for at least 25 years	Cans	180	15
Glass Cleaner	bottles	18	2
Furniture Polish	gallons	144	12
Fabric Softener	gallons	36	3
Steel Wool	Reams	144	12
Face Mask	50/box	18	2
Water-based insect killer	Cans	234	20
Disinfectant Spray (340g) Scent: citrus or linen Kills 99.9% viruses and bacteria Brand shall be printed on the packaging The brand has been in the local market (Philippines) for at least 25 years	Cans	378	32
Toilet Bowl Cleansing Strip	packs	540	45
Pure Humidifier Essential Oil (10ml)	bottles	360	30
Cebu District Office			
Item	UOM	QUANTITY	

		FROM (Qty per Annum)	TO (Qty per Month)
All-purpose cleaner	gallons	24	2
Disinfectant	gallons	6	1
Toilet Bowl Cleaner	gallons	6	1
Rags (round) (small size)	gallons	15	1
Floor mat (rectangle) (plain color except white)	kilos	240	20
Liquid Hand Soap (450ml)	bottles	12	1
Tissue Roll 600 sheet, 3 ply 100% virgin pulp and free from artificial whiteners and elemental chlorine Brand shall be printed on the packaging	rolls	120	10
Interfolded Tissue Paper 1 ply, 175 pulls virgin pulp Brand shall be printed on the packaging	pieces	120	10
Unscented facial tissue large box type 3 ply, 190 pulls 100% virgin pulp and free from artificial whiteners and elemental chlorine Brand shall be printed on the packaging	pieces	120	10
Trash Bag (XL, biodegradable, Transparent)	pieces	180	15
Scented Gel Air Freshener (180g)	pieces	36	3
Air Freshener (320ml) Aerosol type/spray type Net content: 150g (minimum) Citrus or linen scent (long lasting fragrance) Brand shall be printed on the packaging The brand has been in the local market (Philippines) for at least 25 years	cans	24	2
Glass Cleaner	bottles	24	2
Furniture polish	gallons	36	3
Disinfectant Spray (340g) Scent: citrus or linen Kills 99.9% viruses and bacteria Brand shall be printed on the packaging The brand has been in the local market (Philippines) for at least 25 years	cans	36	3
Water-based insect killer	cans	36	3
Mop Head	pieces	24	2
Soft Broom	pieces	24	2
Rubber hand gloves	pieces	24	2
Toilet Bowl Cleansing Strip	pieces	36	3
Pure Humidifier Essential Oil (10ml)	pieces	36	3
Davao District Office			
Item	UOM	QUANTITY	
		FROM (Qty per Annum)	TO (Qty per Month)
All-purpose cleaner	gallons	12	1
Disinfectant	gallons	12	1
Toilet Bowl Cleaner	gallons	12	1

Rags (round) (small size)	kilos	10	1
Floor mat (rectangle) (plain color except white)	pieces	240	20
Liquid Hand Soap (450ml)	gallons	12	1
Tissue Roll 600 sheet, 3 ply 100% virgin pulp and free from artificial whiteners and elemental chlorine Brand shall be printed on the packaging	rolls	120	10
Interfolded Tissue Paper 1 ply, 175 pulls virgin pulp Brand shall be printed on the packaging	pieces	120	10
Unscented facial tissue large box type 3 ply, 190 pulls 100% virgin pulp and free from artificial whiteners and elemental chlorine Brand shall be printed on the packaging	pieces	120	10
Trash Bag (XL, biodegradable, Transparent)	pieces	180	15
Scented Gel Air Freshener (180g)	pieces	72	6
Air Freshener (320ml) Aerosol type/spray type Net content: 150g (minimum) Citrus or linen scent (long lasting fragrance) Brand shall be printed on the packaging The brand has been in the local market (Philippines) for at least 25 years	cans	36	3
Glass Cleaner	bottles	24	2
Furniture polish	gallons	36	3
Disinfectant Spray (340g) Scent: citrus or linen Kills 99.9% viruses and bacteria Brand shall be printed on the packaging The brand has been in the local market (Philippines) for at least 25 years	cans	36	3
Toilet Bowl Cleansing Strip	pieces	36	3
Pure Humidifier Essential Oil (10ml)	bottles	24	2

2. QUARTERLY MATERIALS

Manila Head Office			
Item	UOM	QUANTITY	
		FROM (Qty per Annum)	TO (Qty per Quarter)
Glass Cleaner	gallons	6	2
Steel Wool	rms	48	12
Mop Head	pieces	72	18
Chamois	pieces	900	225
Floor Polish/ liquid crystalizer	gallons	18	5
Floor Mop	pieces	48	12
Furniture polish	gallons	180	45
Metal polish	cans	18	5
Soft Broom	pieces	60	15

Stick Broom	pieces	120	30
Broom with Plastic connector	pieces	18	5
Rubber Hand Gloves	pieces	60	15
Liquid Pesticide (Malathione*)	bottles	6	2
Fertilizer (Urea*)	kilos	30	8
Complete wax (1gal, 5ltrs)	gallons	4	1
Terranova wax	gallons	12	1
Cebu District Office			
Item	UOM	QUANTITY	
		FROM (Qty per Annum)	TO (Qty per Quarter)
Floor Mop	pieces	8	2
Soft Broom	pieces	8	2
Stick Broom	pieces	12	3
Dishwashing Liquid (475ml)	bottles	4	1
Sponge (75mmx30mm)	pieces	4	1
Davao District Office			
Item	UOM	QUANTITY	
		FROM (Qty per Annum)	TO (Qty per Quarter)
Floor Mop	pieces	8	2
Soft Broom	pieces	8	2
Stick Broom	pieces	12	3
Terranova wax	gallons	4	1
Dishwashing Liquid (475ml)	bottles	4	1
Sponge (75mmx30mm)	pieces	4	1

3. SEMI-ANNUAL MATERIALS

Manila Head Office			
Item	UOM	QUANTITY	
		FROM (Qty per Annum)	TO (Qty per Semi-Annual)
Stripping Pad No. 16 Green	pieces	9	5
Scrubbing Pad No. 16 Black	pieces	24	12
Polishing Pad 16"	pieces	15	8
Cebu District Office			
Item	UOM	QUANTITY	
		FROM (Qty per Annum)	TO (Qty per Semi-Annual)
Scrubbing Pad No. 16 Black	pieces	6	3
Davao District Office			
Item	UOM	QUANTITY	
		FROM (Qty per Annum)	TO (Qty per Semi-Annual)

Scrubbing Pad No. 16 Black	pieces	4	2
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3. Amendment of Section VII. Technical Specifications

FROM:

IX. APPROVED BUDGET FOR THE CONTRACT

Ten Million Two Hundred Seven Thousand Five Hundred Four Pesos and 46/100 (P 10,207,504.46) ONLY.

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

ANNEX 1				
COMPUTATION OF THE MONTHLY SALARY OF JANITORS				
A.	AMOUNT DUE TO GOVERNMENT AND JANITOR	MANILA (In Peso)	CEBU (In Peso)	DAVAO (In Peso)
	MINIMUM WAGE RATE (MWR)	<i>NCR Minimum Wage Rate = P645.00 per Wage Order No. NCR-25</i>	<i>Minimum Wage Rate = P468.00 per Wage Order No. ROVII-25</i>	<i>Minimum Wage Rate = P481.00 per Wage Order No. RBXI-22</i>
	<i>per Janitor</i>			
	Basic Daily Wage Rate (MWR x 313 ¹ days/12)	16,823.75	13,067.75	12,546.08
	13th month pay (MWR x days/12/12)	1,401.598	1,088.98	1,045.51
	5 days incentive leave pay (MWR x 5/12)	268.75	208.75	200.42
	COLA (10 x 313 / 12)	-	-	-
	<i>per Government</i>			
	SSS (Employer Share)	1,645.00	1,245.00	1,197.00
	PhilHealth - 5% of Monthly Basic Salary (Employer Share)	420.59	326.69	313.65
	EC (Employer Share)	30.00	10.00	10.00
	Pag-IBIG Premium (Employer Share)	200.00	200.00	200.00
	Cost per Janitor	20,790.07	16,147.17	15,512.66
	Multiplied by No. of Janitor/s	20	1	1
	TOTAL AMOUNT DUE TO GOVERNMENT AND JANITOR	415,801.40	16,147.17	15,512.66
B.	Agency Fee (minimum of 10% of the amount due to the Janitor)			
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

TOTAL ANNUAL COST OF JANITORIAL SERVICES			
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TO:

IX. APPROVED BUDGET FOR THE CONTRACT

Ten Million Two Hundred Seven Thousand Five Hundred Four Pesos and 46/100 (P 10,207,504.46) ONLY.

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

ANNEX 1				
COMPUTATION OF THE MONTHLY SALARY OF JANITORS				
B. AMOUNT DUE TO GOVERNMENT AND JANITOR	MANILA (In Peso)	CEBU (In Peso)	DAVAO (In Peso)	
MINIMUM WAGE RATE (MWR)	<i>NCR Minimum Wage Rate = P645.00 per Wage Order No. NCR-25</i>	<i>Minimum Wage Rate = P501.00 per Wage Order No. ROVII-25</i>	<i>Minimum Wage Rate = P481.00 per Wage Order No. RBXI-22</i>	
<i>per Janitor</i>				
Basic Daily Wage Rate (MWR x 313 ¹ days/12)	16,823.75	13,067.75	12,546.08	
13th month pay (MWR x days/12/12)	1,401.598	1,088.98	1,045.51	
5 days incentive leave pay (MWR x 5/12)	268.75	208.75	200.42	
COLA (10 x 313 / 12)	-	-	-	
<i>per Government</i>				
SSS (Employer Share)	1,645.00	1,245.00	1,197.00	
PhilHealth - 5% of Monthly Basic Salary (Employer Share)	420.59	326.69	313.65	
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Pag-IBIG Premium (Employer Share)	200.00	200.00	200.00	
Cost per Janitor	20,790.07	16,147.17	15,512.66	
Multiplied by No. of Janitor/s	20	1	1	
TOTAL AMOUNT DUE TO GOVERNMENT AND JANITOR	415,801.40	16,147.17	15,512.66	
B. Agency Fee (minimum of 10% of the amount due to the Janitor)				
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	
TOTAL ANNUAL COST OF JANITORIAL SERVICES				

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 28 December 2024 in the City of Manila.

ARTURO S. TRINIDAD II
BAC Chairperson
Bids and Awards Committee