



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Facsimile: 5310-0037 / email: bac@prc.gov.ph



### REGULAR MEMBERS:

ARISTOGERSON T. GESMUNDO  
Chairman

OMAIMAH E. GANDAMRA  
Vice-Chairperson

WILMA T. UNANA  
Member

CRISANTO L. DECENA  
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CARLA ANGELINE B. UJANO  
Member

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MARIA LIZA M. HERNANDEZ  
Vice-Chairperson

ARJAY R. ROSALES  
Member

HENRIETTA P. NARVAEZ  
Member

### PROVISIONAL MEMBERS:

TEODORO Y. MENDOZA II  
Provisional Member, Non-IT Projects

RICHARD M. ARANIEGO  
Provisional Member, IT Projects

### SECRETARIAT:

KAREN M. MAGSALIN  
Secretary

MARGIERY D. DULIN  
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MARIA ENRICA D. JUBAY  
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CHRISTOPHER A. MAYO  
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JOEL P. IGNACIO  
Member

### BID BULLETIN NO. 1

November 29, 2021

**PROJECT: PROVISION OF JANITORIAL SERVICES IN CENTRAL AND NCR OFFICES FOR CY 2022 WITH TOTAL APPROVED BUDGET FOR THE CONTRACT OF EIGHT MILLION FOUR HUNDRED THIRTY TWO THOUSAND EIGHT HUNDRED NINETY SIX PESOS AND NINETY TWO CENTAVOS (PHP8,432,896.92)**

**Please be advised of the following modifications/amendments/ and information on the Bidding Documents.**

**1. Annex "A" of Section VII. Technical Specification shall now read as follows:**

SUPPLIES	UOM	QUANTITY	Unit Cost	Total Cost
Solvent Red wax	gallons	8		
Garbage plastic bags (size: XL)	pieces	1200		
Disinfectant liquid – CR	gallons	15		
Toilet bowl cleaner	gallons	12		
Deodorant cake	pieces	60		
Liquid Anti-Bac 500 ml- CR (branded)	bottles	15		
Working gloves	pairs	40		
Mop head (nylon)	pieces	40		
Franella	yards	15		
Round Rugs	kilos	5		
Wax Stripper	gallon	1		
Complete Wax	gallons	8		
Powder Soap	kilos	15		
Bleaching Solution (branded)	gallons	25		
Insecticide (branded), at least 600 ml	canisters	15		
Furniture Polish/Cleaner (branded), at least 330ml	canisters	15		
Air Freshener (branded), at least 280ml	canisters	20		
Hand soap (liquid)	gallons	25		
Disinfectant Spray, at least 330ml	canisters	20		
All Wash-Liquid	gallons	20		
Soft broom	pieces	15		
Stick broom	pieces	10		
<b>Sub-total:</b>				



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SUPPLIES	UOM	QUANTITY	Unit Cost	Total Cost
1. Dust pan	pieces	12		
2. Mop handle (stainless)	pieces	40		
3. Toilet brush	pieces	15		
4. Push brush	pieces	5		
5. Ceiling Broom	pieces	2		
6. Toilet pump	pieces	10		
7. Polishing brush w/ Bracket	pieces	4		
8. Polishing pad (Black)	pieces	5		
9. Doormat	pieces	20		
10. Spray Gun	pieces	20		
11. Spatula	pieces	8		
12. Metal Polish	pieces	2		
13. Polishing Pad (Brown)	pieces	15		
Sub-total:				

A. Monthly Supplies = P \_\_\_\_\_ (per month)

B. Quarterly Supplies = P \_\_\_\_\_ / 3 (from per quarter to per month)

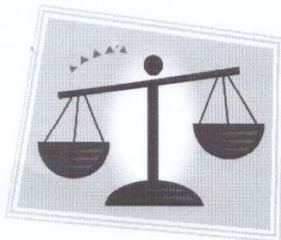
Total = P \_\_\_\_\_

Divide by the numbers of required janitors:

P \_\_\_\_\_ / 27

= P \_\_\_\_\_ / per janitor/ month





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## 2. Annex "B" of Section VII. Technical Specification shall now read as follows:

### MONTHLY WAGES OF JANITOR

#### Breakdown of Cost per Month

Basis: DAILY WAGE: ₱ \_\_\_\_\_

WORKING DAYS: 262

PARTICULARS	AMOUNT
<b>SCHEDULE 1: AMOUNT PAID DIRECTLY TO JANITORS</b>	
1.1 Average Monthly Rate (₱ _____ x _____ wd/12mos) COLA (P _____ x _____ wd/12mos)	
1.2 13 <sup>th</sup> Month Pay (₱ _____ /12 mos)	
1.3 Five Days Incentive Pay (₱ _____ x 5 dyas/ 12 mos)	
SUB-TOTAL AMOUNT:	
<b>SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE JANITOR</b>	
2.1 SSS premium (Employer's Share)	
2.2 Philhealth Premium	
2.3 Pag-ibig Premium	
2.4 ECC	
SUB-TOTAL AMOUNT:	
<b>SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT OF SUPPLIES AND MATERIAL PER JANITOR</b>	
3.1 Cost of Labor per month	
3.2 Administrative Overhead (not lower than 10% of 3.1)	
3.3 Janitorial supplies	
TOTAL AMOUNT:	
<b>SCHEDULE 4: TAXES PAID TO GOVERNMENT</b>	
4.1 VAT (12% Value Added Tax)	
<b>OVER ALL TOTAL AMOUNT per JANITOR</b>	₱ _____



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### MONTHLY WAGES OF SUPERVISOR

#### Breakdown of Cost per Month

Basis: DAILY WAGE: ₱ \_\_\_\_\_ WORKING DAYS : 262

PARTICULARS	AMOUNT
<b>SCHEDULE 1: AMOUNT PAID DIRECTLY TO SUPERVISOR</b>	
1.1 Average Monthly Rate (₱ _____ x _____ wd/12mos COLA (P _____ x _____ wd/12mos)	
1.2 13 <sup>th</sup> Month Pay (₱ _____ /12 mos)	
1.3 Five Days Incentive Pay (₱ _____ x 5 dyas/ 12 mos)	
SUB-TOTAL AMOUNT:	
<b>SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE SUPERVISOR</b>	
2.1 SSS premium (Employer's Share)	
2.2 Philhealth Premium	
2.3 Pag-ibig Premium	
2.4 ECC	
SUB-TOTAL AMOUNT:	
<b>SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT FOR OVERHEAD/ PROFIT</b>	
3.1 Cost of Labor per month	
3.2 Administrative Overhead (not lower than 10% of 3.1) _____ %	
TOTAL AMOUNT:	
<b>SCHEDULE 4: TAXES PAID TO GOVERNMENT</b>	
4.1 VAT (12% Value Added Tax)	
<b>OVER ALL TOTAL AMOUNT per SUPERVISOR : ₱</b>	





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### SUMMARY OF BID COMPUTATIONS

PARTICULARS	(a) No. of personnel	(b) Price per personnel	(c) No. of Months	Total (a*b*c)
Working Supervisor	1	P /mos.	12	
Janitors	27	P /mos.	12	
General Cleaning for Supervisor (twice a month during Saturday)	1	[(mos)/wd=per day] x 2 (days)	12	
General Cleaning for Janitors (twice a month during Saturdays)	11 (2 <sup>nd</sup> Saturday of the month)	[(mos)/wd=per day]	12	
	12 (4 <sup>th</sup> Saturday of the month)	[(mos)/wd=per day]	12	
<b>TOTAL BID PRICE PER YEAR (VAT INCLUSIVE) =</b>				

3. Please see attached Revised Bid Securing Declaration for your reference. (Annex "A").

4. Please take note likewise of the new schedule of the Submission and Opening of Bids:

- Submission of Bids on or before December 10, 2021 / 10:00 AM  
Venue: Conference Room, 4<sup>th</sup> Floor, PRC Annex Building
- Opening of Bids on December 10, 2021 / 11:30 AM  
Venue: Conference Room, 4<sup>th</sup> Floor, PRC Annex Building / Via Video Conferencing

Please be guided accordingly.

**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

### BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*