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ALFONSO C. VILORIA  
Provisional Member, Non-IT Projects

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Provisional Member, IT Projects

SECRETARIAT:

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Secretary

VICTOR RICO P. LOPEZ  
Member

MARGIERY D. DULIN  
Member

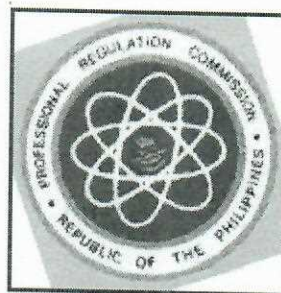
GLENN I. PAJARON  
Member

CHRISTOPHER A. MAYO  
Member

LIEZEL F. BURAGA  
Member

## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St. cor. N. Reyes St., Sampaloc, Metro Manila  
Facsimile: 310-0037 / email: prcbac2013@gmail.com



### BID BULLETIN NO. 1 November 27, 2018

#### NAME OF PROJECT:

#### PROVISION OF JANITORIAL SERVICES FOR THE CALENDAR YEAR 2019 (ITB NO. 2019-02)

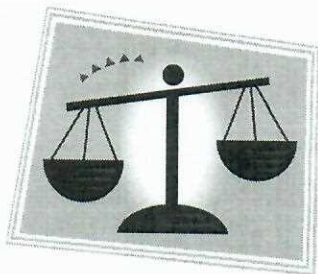
Approved Budget for the Contract: Php8,418,250.00

Please be advised of the following modifications/amendments to the Bidding Documents.

#### 1. Part of Section VII. Technical Specifications shall be amended as follows:

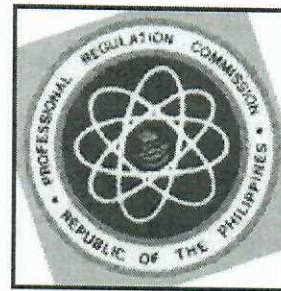
SPECIFICATIONS	
QUALIFICATIONS	
20.	<p>Janitors and/or relievers shall submit their resume and other pertinent documents for employment to the Chief of the General Services Division before deployment. In addition, they shall submit the following:</p> <ol style="list-style-type: none"><li>1. Neuro-psychiatric, drug test and medical certificates from government accredited hospitals or institutions within the last Three (3) months before the deadline and submission of bids.</li><li>2. Relevant TESDA Certificate of training or In-house training for janitors.</li><li>3. NBI clearance</li><li>4. Police clearance</li><li>5. Affidavit under oath of no relationship</li></ol>
ADDITIONAL SET OF TECHNICAL PARAMETERS	
10.	<p>Additional Set of Technical Parameters:</p> <ol style="list-style-type: none"><li>a. Stability<ol style="list-style-type: none"><li>a.1 Years of Experience : at least three (3) years in janitorial business.</li><li>a.2. Liquidity of the contractor : at least Php5,000,000.00 (current assets minus inventory stocks or supplies inventory, as applicable, minus current liability, based on the Contractor's Balance Sheet as of November 22, 2018)</li><li>a.3. Organizational Set-up : with good and efficient office set-up, personnel, office tools and equipment. Bidder shall submit a company profile including an organizational chart.</li></ol></li><li>b. Resources<ol style="list-style-type: none"><li>b.1. Number and Kind of Equipment and Supplies: with minimum number and kind of equipment and supplies as specified under "Annex A" of Section VIII. Bidding Forms.</li><li>b.2. Number of Janitors: at least 31 janitors</li><li>b.3. Number of Supervisors: at least 1 supervisor</li></ol></li><li>c. Housekeeping Plan – must be tailored to the service requirements of the PRC. The Housekeeping Plan must state/enumerate the specific methodology to be executed by the Contractor and will be submitted during the Post-Qualification.</li></ol>





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### 2. The Breakdown of Cost of Supervisor and Janitors per Month, "Annex B" shall be amended as follows:

#### MONTHLY RATE OF JANITORS

##### Breakdown of Cost per Month of Janitor

**BASIS:** DAILY WAGE: Php \_\_\_\_\_ **WORKING DAYS:** 262 days

#### PARTICULARS

##### SCHEDULE 1: AMOUNT PAID DIRECTLY TO JANITOR

- |   |  |
|---|--|
| 1.1 Average Monthly Rate<br>(P _____ X 262 wd/12 mos)<br>COLA (P _____ x 262 wd/12 mos) |  |
| 1.2 13 <sup>th</sup> Month Pay<br>(P _____ /12 mos)                                     |  |
| 1.3 Five Days Incentive Pay<br>(P _____ x 5 days/12 mos)                                |  |
| SUB TOTAL AMOUNT  |  |

##### SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE JANITOR

- |                                      |  |
|--------------------------------------|--|
| 2.1 SSS Premium (Employer's Share)   |  |
| 2.2 Philhealth Premium (MC 003-2018) |  |
| 2.3 Pag-Ibig Premium                 |  |
| 2.4 ECC                              |  |
| SUB TOTAL AMOUNT                     |  |

##### SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT FOR SUPPLIES AND MATERIALS PER JANITOR/

- |  |  |
|--|--|
| 3.1 Cost of Labor per month  |  |
| 3.2 Administrative Overhead (_____% of 3.1)  |  |
| 3.3 Janitorial supplies (if applicable)<br>(Note: Administrative Overhead Fee shall not be lower than 10%) |  |
| TOTAL AMOUNT   |  |

##### SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)

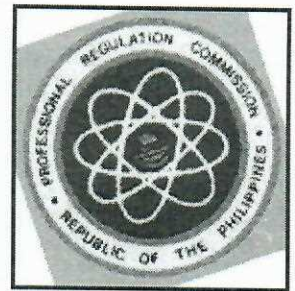
- |                                    |  |
|------------------------------------|--|
| 4.1 VAT                            |  |
| OVER ALL TOTAL AMOUNT per JANITOR/ |  |





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## MONTHLY RATE OF SUPERVISOR

### Breakdown of Cost per Month of Supervisor

BASIS: DAILY WAGE: ₱ \_\_\_\_\_ WORKING DAYS: 262 days

#### PARTICULARS

##### SCHEDULE 1: AMOUNT PAID DIRECTLY TO SUPERVISOR

1.1	Average Monthly Rate ( ₱ _____ x 262wd/12mos) COLA ( ₱ _____ x 262/12)	
1.2	13th Month Pay ( ₱ _____ /12 mos)	
1.3	Five Days Incentive Pay ( ₱ _____ x 5 days/12mos)	
SUBTOTAL AMOUNT		

##### SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF THE SUPERVISOR

2.1	SSS Premium (Employer's Share)	
2.2	Philhealth Premium (MC 003-2018)	
2.3	Pag-ibig Premium	
2.4	ECC	
SUBTOTAL AMOUNT		

##### SCHEDULE 3: COST OF LABOR PER MONTH AND AMOUNT FOR OVERHEAD/PROFIT

3.1	Cost of Labor Per month	
3.2	Administrative Overhead ( _____ % of 3.1) (Note: Administrative Overhead Fee shall not be lower than 10%)	
TOTAL AMOUNT		

##### SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)

4.1	VAT	
OVER ALL TOTAL AMOUNT PER SUPERVISOR		

### 3. Please take note of the schedule of BAC activities:

- **Deadline of Submission of Bids on or before December 4, 2018/ 2:00 PM at the BAC Office, 3<sup>rd</sup> Floor, PRC Annex Building**
- **Opening of Bids: December 4, 2018/ 2:30 PM**  
**Venue: Conference Room, 2<sup>nd</sup> Floor, PRC Main Building**

Please be guided accordingly.

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

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