



BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN

ADDENDUM NO. 1

PROCUREMENT OF JANITORIAL SERVICES

This Addendum No. 1 dated 22 May 2023 is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUES	CLARIFICATION/AMENDMENTS
<p><u>Section III. Bid Data Sheet</u></p> <p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> 1. Latest Income Tax Return and business Tax Return with proof of payment (<i>filed and paid through BIR Electronic Filing and Payment System (eFS)</i>); 2. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months; 3. Latest Audited Financial Statement; 4. Submit certificates of relevant trainings for the electricians, plumbers, aircon technicians, gardeners, professional drivers and general carpentry staffs; 5. Other appropriate licenses and permits Required by law. <p><u>Section VI. Schedule of Requirement</u></p> <p><u>Section VII. Technical Specifications</u></p> <p>II. TECHNICAL EVALUATION PARAMETERS</p> <p>4. Other Factors</p>	<p><u>Section III. Bid Data Sheet</u></p> <p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> 1. Latest Income Tax Return and business Tax Return with proof of payment (<i>filed and paid through BIR Electronic Filing and Payment System (eFS)</i>); 2. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months; 3. Latest Audited Financial Statement; 4. Submit certificates of relevant trainings for the electricians, plumbers, aircon technicians, gardeners, professional drivers and general carpentry staffs; and 5. Other appropriate licenses and permits required by law. <p><u>Section VI. Schedule of Requirements</u></p> <p>Please see attached Revised Schedule of Requirements</p> <p><u>Section VII. Technical Specifications</u></p> <p>II. TECHNICAL EVALUATION PARAMETERS</p> <p>4. Other Factors</p>



Recruitment and Selection Criteria- The Contractor shall ensure and submit a statement certifying that the janitors to be assigned in the BOC have undergone adequate and relevant training before deployment and have satisfactorily passed the Contractor's relevant screening and selection tests to determine their fitness to perform said services.

The following skilled worker must be/have:

- Electrician – Registered Master Electrician or National Certificate from TESDA (NC II)
- Plumbers – Registered Master Plumber or National Certificate from TESDA (NC II)
- Aircon Technician - National Certificate from TESDA (NC II)
- Carpenter – at least five (5) years' experience in carpentry or National Certificate from TESDA (NC II)
- Gardener – background with gardening

The Contractor shall also submit certificates of relevant trainings for the electricians, plumbers, aircon technicians, gardeners, professional drivers and general carpentry staffs. (during post-qualification)

Completeness of uniforms and other paraphernalia.

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Reminders:

- Submission of bids will be on or before 29 May 2023, 1:00 PM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.

MICHAEL C. FERMIN
Chairperson, BOC-BAC



Section VI. Schedule of Requirements

The contractor must be able to complete and deliver the project within the period stated hereunder:

BOC Offices	Janitor	Electrician	Plumber	Aircon Technician	Carpenter	Gardener	Total	Small Offices Only shift: 8am-5pm			
								Perimeter 1st shift: 6am-3pm 2nd shift: 7am-4pm 3rd shift: 9am-6pm			
								Big Offices 1st shift: 7am-4pm 2nd shift: 10am-7pm			
								NAIA 1st shift: 7am-4pm 2nd shift: 10am-7pm 3rd shift: 6pm-3am			
								7am-4pm	8am-5pm	10am-7pm	6pm-3am
OCOM	44	2	2	2	2	2	54	12	31	11	N/A
POM	24	1	1	1	1	1	29	15	8	4	N/A
MICP	23	1	1	1	1	1	28	8	13	7	N/A
NAIA	25	1	1	1	1	1	30	9	9	9	3
TOTAL	116	5	5	5	5	5	141	44	61	31	3

Note: The deployment schedule shall be for Monday to Saturday, excluding holidays, and may be changed during contract implementation.