



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL/BID BULLETIN**

**ADDENDUM NO. 1**

**PROCUREMENT OF JANITORIAL SERVICES**

This Addendum No. 1 dated 03 December 2024 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	
<b>Section III. Bid Data Sheet</b>		<b>Section III. Bid Data Sheet</b>	
<b>ITB Clause</b>		<b>ITB Clause</b>	
5.3	<p>The bidder must have completed five (5) years prior to December 10, 2024, single contract that is similar to the project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid.</p> <p>Bidders must include in their Bid a photocopy of Single Largest Completed Contract, Notice of Award (NOA), Notice to Proceed (NTP), Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report or equivalent in the Private Sector.</p> <p>Failure to submit a copy of Single Largest Completed Contract with proof of Completion or a failure against the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contract shall refer to <b>“Procurement of Janitorial Services”</b></p>	5.3	<p>The bidder must have completed five (5) years prior to December 10, 2024, single contract that is similar to the project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid.</p> <p><b>Bidders must include in their Bid a photocopy of the following documents:</b></p> <ol style="list-style-type: none"> <li><b>1. Single Largest Completed Contract</b></li> <li><b>2. For government projects;</b> <ol style="list-style-type: none"> <li><b>a. Notice of Award (NOA)</b></li> <li><b>b. Notice to Proceed (NTP); and</b></li> <li><b>c. Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report.</b></li> </ol> </li> <li><b>3. For projects with the private sector, proof of completed contract such as but not limited to Purchase Order, Sales Invoice, Delivery Receipts or any other equivalent/relevant document.</b></li> </ol>
20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the</p>		



	<p>Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Company profile and Organizational Chart. Company printed brochures may be included.</li> <li>2. The bidder shall submit the employee current (2023/2024) file of each janitorial personnel with complete attachments, such as but not limited to, resume, training certificate/s, Police and NBI clearances, and medical certificate.</li> <li>3. The bidder shall submit a certificate with at least a satisfactory performance rating from its existing and/or previous client.</li> <li>4. Certified true copy of the following: <ol style="list-style-type: none"> <li>a. Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office of the janitorial agency is based.</li> <li>b. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG;</li> <li>c. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PHILHEALTH;</li> </ol> </li> <li>5. Latest Income Tax Return and business Tax Return with proof of payment (filed</li> </ol>		<p>Failure to submit a copy of Single Largest Completed Contract with proof of Completion or a failure against the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contract shall refer to <b>“Procurement of Janitorial Services”</b></p>
		20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Company profile and Organizational Chart. Company printed brochures may be included.</li> <li>2. The bidder shall submit the employee current (2023/2024) file of each janitorial personnel with complete attachments, such as but not limited to, resume, training certificate/s, Police and NBI clearances, and medical certificate.</li> <li>3. The bidder shall submit a certificate with at least a satisfactory performance rating <b>from latest completed project within the last two (2) years prior to the submission of bids.</b></li> <li>4. Certified true copy of the following: <ol style="list-style-type: none"> <li>a. Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office</li> </ol> </li> </ol>



	<p>and paid through BIR Electronic Filing and Payment System (eFS);</p> <ol style="list-style-type: none"> <li>6. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 2 quarters;</li> <li>7. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC) and BIR; and</li> <li>8. Updated Mayor's Permit, Tax Clearance and Department of Trade and Industry or SEC Registration;</li> </ol>		<p>of the janitorial agency is based.</p> <ol style="list-style-type: none"> <li>b. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG;</li> <li>c. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PHILHEALTH;</li> </ol> <ol style="list-style-type: none"> <li>5. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through <b>Bureau of Internal Revenue (BIR) Electronic Filing and Payment System (eFS)</b>);</li> <li>6. <b>VAT Returns (Form 2550Q) with proof of payment covering the last 2 quarters prior to the submission of bid, or in case of Percentage Tax Returns (2551M) with proof of payment covering the last 6 months prior to the submission of bid;</b></li> <li>7. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC) and BIR; and</li> <li>8. Updated Mayor's Permit, Tax Clearance and Department of Trade and Industry or SEC Registration;</li> </ol>
<p><b><u>Section VI. Schedule of Requirements</u></b></p>		<p><b><u>Section VI. Schedule of Requirements</u></b></p> <p>Please see attached Revised Schedule of Requirements</p>	
<p><b><u>Section VII. Technical Specification</u></b></p>		<p><b><u>Section VII. Technical Specification</u></b></p> <p>Please see attached Revised Technical Specifications</p>	

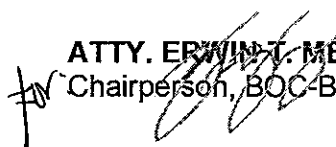


<b>Sample Form of Detailed Computation</b>	<b>Sample Form of Detailed Computation</b> <b>Please see attached Revised Technical Specifications</b>

**Reminders:**

- Submission of bids will be on or before 10 December 2024, 8:45 AM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.

**ATTY. ERWIN T. MENDOZA**  
  
 Chairperson, BOC-BAC



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)

## Section VI. Schedule of Requirements

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

### I. Deployment Schedule

*Note: Deployment may be subject to change during contract implementation.*

BOC Offices	Janitor	Electrician	Plumber	Aircon Technician	Carpenter	Gardener	Total	Small Offices Only shift: 8am-5pm			
								7am-4pm	8am-5pm	10am-7pm	6pm-3am
								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			
OCOM	41	2	2	2	2	2	51	11	30	10	N/A
POM	22	1	1	1	1	1	27	14	9	3	N/A
MICP	23	1	1	1	1	1	28	8	12	7	N/A
NAIA	21	1	1	1	1	1	26	8	9	8	3
<b>TOTAL</b>	<b>107</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>132</b>	<b>41</b>	<b>60</b>	<b>28</b>	<b>3</b>

### II. Supplies and Equipment

Item No.	Description	Quantity				Delivered, Weeks/Months
		OCOM	POM	MICP	NAIA	
I.	<b>Cleaning Supplies and Materials/Unit</b>					
	Mop Head (400g)	20	10	10	20	Monthly
	Dish Washing Liquid Soap/Gal (3.8 Liters)	80	40	40	40	Monthly
	Liquid Hand Soap/Gal	60	30	30	30	Monthly
	Toilet Deodorizer/pc	80	40	40	40	Monthly
	Bleach/Gal	60	20	20	20	Monthly
	Tissue Paper/Roll (3 ply)	2200	600	600	600	Monthly
	Soft Broom (Tambo)/pc	10	5	5	5	Monthly
	Rubber Pump/pc	4	2	2	2	Monthly
	Dustpan/pc	5	5	5	5	Monthly



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)

	Pail (4gallon)	4	2	2	2	Monthly
	Dipper ( <b>standard size</b> )	4	2	2	2	Monthly
	Scouring Pad/pc	40	20	20	20	Monthly
	Rugs/pc (pranela) 36"X36"	40	20	20	20	Monthly
	Trash Bags 18.5x18.5x40 (Transparent)/pc	1600	800	800	800	Monthly
	Plastic Sacks ( <b>50kls</b> )	30	-	-	-	One-time delivery (January)
<b>III.</b>	<b>Cleaning Supplies and Materials/Unit</b>					
	Nomad Matting(123cmx176cm)	4	2	2	2	Quarterly
	Stripping Pads 16"/box	4	2	2	2	Quarterly
	Polishing Pads 16"/box	4	2	2	2	Quarterly
	Mop Handle	15	5	5	5	Quarterly
	Broom (Walis Ting-Ting)/pc	15	5	5	5	Quarterly
	Carpet Shampoo/Gal	6	3	3	3	Quarterly

**I hereby commit to comply and deliver the above requirements.**

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)

## Section VII. Technical Specifications

### STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS

#### A. INSTRUCTION:

The bidder must state in the last column opposite each parameter and required specifications either "Comply" or "Not Comply". All pages shall be properly signed. Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause above goods manufactured by us.

Item	Specification	Statement of Compliance	Evidence of Compliance
<b>I. TECHNICAL EVALUATION PARAMETERS</b>			
1.	<b>Stability</b>		
	a. Years of experience – statement the Service Provider has at least 5 years in the janitorial business		
	b. Organizational set up - statement the Service Provider with good and efficient office set-up, personnel, tools and equipment		
2.	<b>Resources</b>		
	a. Number and Kind of Equipment and Supplies - statement that the Service Provider has the minimum number and kind of equipment and supplies as specified under item no. IV. Provision of Cleaning Tools/Equipment		
	b. Number of Janitors - statement that the Service Provider with at least two hundred (200) janitors, including the following: At least five (5) electricians At least five (5) plumbers At least five (5) aircon technicians At least five (5) gardeners At least five (5) Carpenters		
	c. Number of Supervisors- statement that the Service Provider has at least 5 supervisors		
3.	<b>Housekeeping Plan-</b> Said plan must be customized for the service requirements of the BOC. The Contractor shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan, subject for BOC's approval. The Housekeeping Plan should accordingly be made part of the Service Provider's submission.		
4.	<b>Other Factors</b>		
	Recruitment and Selection Criteria- The Service Provider 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		



	<p>have satisfactorily passed the Service Provider's relevant screening and selection tests to determine their fitness to perform said services.</p> <p>The following skilled worker must be/have:</p> <ul style="list-style-type: none"> <li>• Electrician – Registered Master Electrician or National Certificate from TESDA (NC II)</li> <li>• Plumbers – Registered Master Plumber or National Certificate from TESDA (NC II)</li> <li>• Aircon Technician - National Certificate from TESDA (NC II)</li> <li>• Carpenter – at least five (5) years' experience in carpentry or National Certificate from TESDA (NC II)</li> <li>• Gardener – background with gardening</li> </ul> <p>The Service Provider shall also submit certificates of relevant trainings for the electricians, plumbers, aircon technicians, gardeners, professional drivers and general carpentry staffs. (during post-qualification)</p> <p>Completeness of uniforms and other paraphernalia.</p>		
<b>II.</b>	<b>PROVISION OF CLEANING TOOLS/EQUIPMENT</b>		
	<p>The Service Provider shall provide, at the minimum, the following cleaning tools and equipment which are new or in good condition.</p> <ul style="list-style-type: none"> <li>• At least three (3) Heavy-duty floor polisher,</li> <li>• At least three (3) Heavy-duty vacuum cleaner (wet and dry)</li> <li>• At least two (2) Heavy duty pushcart (big)</li> <li>• At least three (3) Floor warning sign</li> <li>• At least two (2) Wheelbarrow</li> <li>• At least one (1) auger/declogging machine</li> </ul>		
<b>III.</b>	<b>OTHER REQUIREMENTS:</b>		
	<ul style="list-style-type: none"> <li>➤ General control and supervision of the Supplier's workforce shall be under the General Services Division (GSD). <ul style="list-style-type: none"> <li>○ The Service Provider shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.</li> </ul> </li> <li>➤ GSD has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice of the Service Provider. <ul style="list-style-type: none"> <li>○ The Service Provider shall not reshuffle personnel without the prior clearance/approval of the GSD which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however, understood that on matters with the Service Provider or vice versa by means of mutual consultation.</li> </ul> </li> <li>➤ The Service Provider shall provide the said janitors with proper Uniform and I.D cards that</li> </ul>		





	<p>they shall wear while performing their duties and responsibilities.</p> <ul style="list-style-type: none"> <li>➤ The Service Provider shall certify that all equipment to be supplied to the Bureau [as approved by General Services Division (GSD)] are brand new or in good condition.</li> <li>➤ The Service Provider shall provide Biometrics/Bundy Clock, which shall be in possession/custody of GSD, for the janitors as basis of the Daily Time Record of the latter.</li> <li>➤ The Supervisors shall submit a weekly accomplishment report</li> <li>➤ Provide a logbook maintenance for the daily accomplishment.</li> <li>➤ Salary/Wages of Janitors shall be paid thru <b>Automated Teller Machine (ATM)</b>. The Service Provider shall be given a maximum period of one (1) month from the start of contract period to secure ATM accounts for all janitors. A monthly individual official pays lip shall be issued by the Service Provider to its personnel.</li> <li>➤ Render of overtime is subject to availability of funds.</li> </ul>		
	<p>The contract shall be subject to renewal whereby the performance evaluation of the service provider shall be conducted in accordance with the technical specifications mentioned above.</p>		

**I hereby commit to comply and deliver the above requirements.**

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Date

**Sample Form of Detailed Computation**

Direct Cost

Salaries and Wages

Daily Rate = 645

Php \_\_\_\_\_

Total Number of Regular Working Days = 10 days \_\_\_\_\_

Total Number of Regular Non-working Holidays = 4 days



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)

Total Number of Regular Special-working Holidays = 4 days

Subtotal Number of Days = 18 days

Benefits

Average Pay/Month

13th month pay

5 days incentive leave

---

---

---

Statutory Employer's Share

SSS Premium+ECC

Philhealth

Pag-ibig contribution

Subtotal

Administrative Overhead (10%)

Supplies and Equipment per Janitor

Cleaning Materials

Cost per personnel

VAT (12%)

Total Cost per personnel

Monthly Rate for 132 Janitors/Plumbers/Electricians

Contract Duration

(January 2025 to December 2025)

*Note: Subject to compliance with the prevailing laws, rules and regulations*



Gate 3, South Harbor, Port Area, Manila 1018

+63 (02) 8705-6000, +63 (02) 8527-1968 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)