



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN

ADDENDUM NO. 1

PROCUREMENT OF JANITORIAL SERVICES

This Addendum No. 1 dated 04 March 2025 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 VII. Technical Specification</u></p> <p>III. OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> ➤ General control and supervision of the Supplier's workforce shall be under the General Services Division (GSD). <ul style="list-style-type: none"> ○ The Service Provider shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services. ➤ 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"> ○ 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. ➤ The Service Provider shall provide the said janitors with proper Uniform and I.D cards that they shall wear while performing their duties and responsibilities. ➤ The Service Provider shall certify that all equipment to be supplied to the Bureau [as approved by General Services 	<p><u>Section VII. Technical Specification</u></p> <p>III. OTHER REQUIREMENTS</p> <p>Affidavit to Undertake the following:</p> <ul style="list-style-type: none"> ➤ General control and supervision of the Supplier's workforce shall be under the General Services Division (GSD). <ul style="list-style-type: none"> ○ The Service Provider shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services. ➤ 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"> ○ 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. ➤ The Service Provider shall provide the said janitors with proper Uniform and I.D cards that they shall wear while performing their duties and responsibilities.

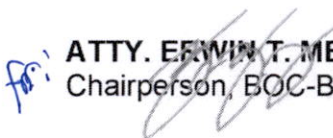


<p>Division (GSD)] are brand new or in good condition.</p> <ul style="list-style-type: none"> ➤ The Service Provider shall provide Biometrics/Bundy Clock, which shall be in possession/custody of GSD, for the janitors as basis of the Daily Time Record of the latter. ➤ The Supervisors shall submit a weekly accomplishment report ➤ Provide a logbook maintenance for the daily accomplishment. ➤ Salary/Wages of Janitors shall be paid thru Automated Teller Machine (ATM). 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. ➤ Render of overtime is subject to availability of funds. 	<ul style="list-style-type: none"> ➤ 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. ➤ 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. ➤ The Supervisors shall submit a weekly accomplishment report ➤ Provide a logbook maintenance for the daily accomplishment. ➤ Salary/Wages of Janitors shall be paid thru Automated Teller Machine (ATM). 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. ➤ Render of overtime is subject to availability of funds.
<p><u>Sample Form of Detailed Computation</u></p>	<p><u>Sample Form of Detailed Computation</u></p> <p>See attached revised Sample Form of Detailed Computation</p>

Reminders:

- Submission of bids will be on or before 11 March 2025, 10:00 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



Sample Form of Detailed Computation

Direct Cost

Salaries and Wages

Daily Rate = 645

Php _____

Total Number of Regular Working Days _____

Total Number of Regular Non-working Holidays _____

Total Number of Regular Special-working Holidays _____

Subtotal Number of Days _____

Basic Salary

Benefits

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 **126** Janitors/Plumbers/Electricians _____

Contract Duration _____

(April 2025 to December 2025) _____

TOTAL _____

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



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