



26 November 2018

ASTI - BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BULLETIN NO. BAC-2018-11-054

The ASTI Bids and Awards Committee (BAC) issues this supplemental bid bulletin to clarify, modify or amend items in the Bidding Documents and to reply to queries raised by the potential bidders through letters/emails for the information of all bidders for the procurement of:

Item:	Provision of One (1) Year Janitorial Services with Supplies, Materials and Equipment
Approved Budget for the Contract:	₱1,500,000.00
Invitation to Bid No.:	18-11-2220
Purchase Request No.:	GAA-18-11-6843
Published Date (PhilGEPS):	14 November 2018

A. AMENDMENT TO BIDDING DOCUMENTS

REFERENCE	AMENDMENT/CHANGE/CLARIFICATION	
Section VI. Schedule of Requirements	<p>FROM:</p> <p>32.4(f) Additional documents relevant to the project required by the Procuring Entity to be submitted as part of the Technical Documents of the bid:</p> <p>a. Proof of Authority of the Bidder's authorized representative/s;</p> <p>b. Duly conformed Schedule of Requirements as provided for in Section VI of the DOST-ASTI's Philippine Bidding Documents;</p> <p>c. Duly conformed Technical Specifications as provided for in Section VII of this Document;</p> <p>d. Statement from the Prospective Bidder that it will provide customer support after deployment of janitorial personnel, which must include contact details of all personnel in charge of customer support such as, but not limited to:</p> <ul style="list-style-type: none"> • Billing preparation/submission; • Premium remittances to SSS, PhilHealth and PAGIBIG; • Delivery of supplies, materials and equipment; and • Contract management. <p>e. Duly licensed and registered Service Contractor in accordance with Department Order (DO) No. 18-A, Series of 2011 or DO No. 18-A-11 of the Department of Labor and Employment. Certification must be submitted showing the expiry date;</p>	<p>TO:</p> <p>32.4(f) Additional documents relevant to the project required by the Procuring Entity to be submitted as part of the Technical Documents of the bid:</p> <p>a. Proof of Authority of the Bidder's authorized representative/s;</p> <p>b. Duly conformed Schedule of Requirements as provided for in Section VI of the DOST-ASTI's Philippine Bidding Documents;</p> <p>c. Duly conformed Technical Specifications as provided for in Section VII of this Document;</p> <p>d. Statement from the Prospective Bidder that it will provide customer support after deployment of janitorial personnel, which must include contact details of all personnel in charge of customer support such as, but not limited to:</p> <ul style="list-style-type: none"> • Billing preparation/submission; • Premium remittances to SSS, PhilHealth and PAGIBIG; • Delivery of supplies, materials and equipment; and • Contract management. <p>e. Duly licensed and registered Service Contractor in accordance with Department Order (DO) No. 18-A, Series of 2011 or DO No. 18-A-11 of the Department of Labor and Employment. Certification must be submitted showing the expiry date;</p>

	<p>f. Registration certificates from the following:</p> <ul style="list-style-type: none"> • SSS • PhilHealth • PAGIBIG • Bureau of Internal Revenue • Securities and Exchange Commission or Department of Trade and Industry <p>g. Three (3) Client/Customer Feedback Forms, with at least Very Satisfactory in rating, from at least three (3) government agencies or private corporations, with whom the Janitorial Agency has a past or ongoing contract.</p>	<p>f. Registration certificates from the following:</p> <ul style="list-style-type: none"> • SSS • PhilHealth • PAGIBIG • Bureau of Internal Revenue • Securities and Exchange Commission or Department of Trade and Industry <p>g. Three (3) One (1) Client/Customer Feedback Forms, with at least Very Satisfactory in rating, from at least three (3) one (1) government agencies or private corporations, with whom the Janitorial Agency has a past or ongoing contract.</p>
<p>Section VII. Technical Specifications</p>	<p>FROM:</p> <p>I. QUALIFICATIONS OF THE CONTRACTOR</p> <p>A. The Janitorial Agency should have at least three (3) years of experience in providing janitorial and/or housekeeping services. All janitorial personnel are subject to a quarterly evaluation at the sole discretion of the DOST-ASTI. Other qualifications of the Contractor include:</p> <p>B. Must be a duly licensed and registered Service Contractor in accordance with Department Order (DO) No. 18-A, Series of 2011 or DO No. 18-A-2011;</p> <p>C. Must be duly registered with the Securities and</p> <p>D. Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;</p> <p>E. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH);</p> <p>F. Must be duly registered with the Bureau of Internal Revenue;</p> <p>G. Net Financial Contracting Capacity at least equal to the ABC or Committed Line of Credit at least equal to 10% of ABC; and</p> <p>H. Must present three (3) Client/Customer Feedback Forms, with at least Very Satisfactory Rating, from at least three (3) government agencies or private corporations, with whom the Contractor has a past or ongoing Contract.</p>	<p>TO:</p> <p>I. QUALIFICATIONS OF THE CONTRACTOR</p> <p>The Janitorial Agency should have at least three (3) years of experience in providing janitorial and/or housekeeping services. All janitorial personnel are subject to a quarterly evaluation at the sole discretion of the DOST-ASTI. Other qualifications of the Contractor include:</p> <p>A. Must be a duly licensed and registered Service Contractor in accordance with Department Order (DO) No. 18-A, Series of 2011 or DO No. 18-A-2011 the Department of Labor and Employment;</p> <p>B. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;</p> <p>C. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH);</p> <p>D. Must be duly registered with the Bureau of Internal Revenue;</p> <p>E. Net Financial Contracting Capacity at least equal to the ABC or Committed Line of Credit at least equal to 10% of ABC; and</p> <p>F. Must present three (3) one (1) Client/Customer Feedback Forms, with at least Very Satisfactory Rating, from at least three (3) one (1) government agencies or private corporations, with whom the Contractor has a past or ongoing Contract.</p>


All bidders are required to modify the form for Conformity with Technical Specifications, Section VII. of the DOST-ASTI Philippine Bidding Documents, to manifest amendments made in this Supplemental Bid Bulletin. Attached hereto is the revised Terms of Reference (Annex "A"), which must be conformed with and submitted by bidders under its eligibility and technical documents.

Please be guided accordingly.

Prepared by:


CHERALINE A. BORJA
Member, BAC Secretariat

Approved by:


PEDRITO B. MANGAHAS
Chairperson, BAC-1

**TERMS OF REFERENCE FOR THE PROCUREMENT OF
ONE (1) YEAR JANITORIAL SERVICES**

I. OBJECTIVE

To acquire a reputable supplier, which will provide **1)** efficient janitorial services to the Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) and **2)** trained janitorial personnel who are able to provide adequate and reliable maintenance services to ensure DOST-ASTI's orderliness and sanitation.

II. BUDGET

The engagement of a Janitorial Agency shall be for the period of one (1) year with a total Approved Budget for the Contract (ABC) amounting to **One Million Five Hundred Thousand Pesos Only (PhP1,500,000.00)**.

III. PLACE OF ASSIGNMENT

All janitorial personnel shall be assigned to the Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), with address at DOST-ASTI Bldg., CP Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.

IV. QUALIFICATIONS OF THE CONTRACTOR

The Janitorial Agency should have at least three (3) years of experience in providing janitorial and/or housekeeping services. All janitorial personnel are subject to a quarterly evaluation at the sole discretion of the DOST-ASTI. Other qualifications of the Contractor include:

- A. Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment;
 - B. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;
 - C. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH);
 - D. Must be duly registered with the Bureau of Internal Revenue;
 - E. Net Financial Contracting Capacity at least equal to the ABC or Committed Line of Credit at least equal to 10% of ABC; and
 - F. Must present one (1) Client/Customer Feedback Form, with at least Very Satisfactory Rating, from at least one (1) government agency or private corporation, with whom the Contractor has a past or ongoing Contract.
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V. WORK SCHEDULE

The Janitorial Agency must provide five (5) janitorial personnel, one (1) of which will be designated as the Janitor Supervisor, who shall work from Monday to Saturday, observing the following schedules:

SCHEDULE			
Monday to Friday	Janitorial Personnel 1 (Supervisor), 2 & 3	7:00 AM – 4:00 PM	Eight (8) hours, one (1) hour break
	Janitorial Personnel 4 & 5	9:00 AM – 6:00 PM	
Saturday	All Janitorial Personnel	8:00 AM – 5:00 PM	

Sleeping while on duty is not allowed. Janitorial Agency must provide "substitute or reliever" in case of absence of one or more janitorial personnel, at no cost to the DOST-ASTI. Likewise, a log sheet or log book must be provided by the Janitorial Agency to confirm daily logs of all janitorial personnel.

VI. WORKWEAR

The Contractor must provide proper uniform or workwear, as well as order janitorial personnel to wear the same when in the premises of DOST-ASTI, from Monday to Saturday, for easy identification. Contractors' personnel shall wear identification cards when they enter and while inside the DOST-ASTI premises. Wearing of proper uniform or workwear is mandatory. Likewise, the Contractor shall provide safety work clothing to protect workers while performing delicate tasks. Safety shall not be compromised at all times.

Submission of a photo of janitorial uniform or workwear will be an additional requirement in the Post Qualification period.

VII. QUALIFICATIONS OF JANITORIAL PERSONNEL

Janitorial personnel, to be provided by the Janitorial Agency, must have the following qualifications:

A. One (1) Janitor Supervisor

1. High school graduate. High School diploma and transcript of records must be submitted;
2. Must be physically fit to work. Medical certificate/clearance from a government physician, as well as drug test results must be submitted;
3. Must be of good moral character, reputation, courteous, alert and without any criminal or police record. Police and National Bureau of Investigation (NBI) clearances must be submitted; and
4. At least one (1) year work experience in a government agency/facility.

B. Four (4) Janitorial Personnel

1. Two (2) years completion in high school. Transcript of records must be submitted;
2. Must be physically fit to work. Medical certificate/clearance from a government physician, as well as drug test results must be submitted;
3. Must be of good moral character, reputation, courteous, alert and without any criminal or police record. Police and NBI clearances must be submitted; and
4. At least one (1) year work experience in a government agency/facility.

Submission of all janitorial personnel's resume, transcript of record, medical certificate/clearance, drug test result, and Police and NBI clearances will be required in the Post Qualification period.

VIII. SCOPE OF SERVICES

A. Janitorial personnel shall render eight (8) hours of work from Monday to Saturday in order to perform the following tasks:

1. DAILY PERIODIC ROUTINE. The daily routine services of janitorial personnel shall include:

- a. Sweeping, dusting, mopping and polishing floors of all rooms, corridors, lobbies, stairs and entrances or areas which may be specified by the Client;
- b. Cleaning and wiping of all office tables, glass tops, furniture and fixture, equipment, appliances, window ledges, counters, doorknobs, and glass partitions and doors;
- c. Cleaning and sanitizing of comfort rooms (CRs) at least three (3) times a day, pantries, bath and kitchens sinks and removal of spots or stains from floors and other surfaces;
- d. Fetching water and filling of containers in the CRs when water is not available;
- e. Cleaning driveways, parking spaces and immediate surroundings of the buildings;
- f. Proper disposal of solid waste from various parts of the area assigned to the designated trash storage of the DOST-ASTI compound;
- g. Upkeep of indoor potted plants; and
- h. Prepare and serve refreshments during conferences and/or meetings.

2. WEEKLY PERIODIC ROUTINE. The weekly routine services of janitorial personnel shall include:

- a. Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs;
 - b. Thorough cleaning, washing and scrubbing of all rooms and CRs facilities;
 - c. Cleaning and polishing on the inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging; and
 - d. Washing, scrubbing, stripping, waxing and polishing floors.
- 3. MONTHLY PERIODIC ROUTINE.** The monthly routine services of janitorial personnel shall include:
- a. Dusting and removing of cobwebs from ceiling of the premises;
 - b. Cleaning of ornamental plants and polishing of stair railings and metal signs;
 - c. General cleaning of draperies and blinds;
 - d. Spraying of insecticides and other pest control activities;
 - e. Disinfecting of all bathrooms;
 - f. Refilling of liquid deodorizers, liquid soaps, among others, in all bathrooms; and
 - g. Trimming of grass/shrubs in the DOST-ASTI grounds.
- 4. QUARTERLY PERIODIC ROUTINE.** The quarterly routine services of janitorial personnel shall include:
- a. Thorough and general cleaning of all areas including windows; and
 - b. Thorough shampooing of all chairs, panels, carpets and rugs.
- 5. MISCELLANEOUS ROUTINE AND OTHER SERVICES.** Miscellaneous services to be rendered by janitorial personnel as per request of the concerned units of the DOST-ASTI shall include, but not limited to:
- a. Carrying, transporting or moving of office furniture, equipment or supplies within and/or outside office premises as may be assigned from time to time or during major DOST-ASTI activities;
 - b. Report any damaged/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixture that will need immediate repair;
 - c. Errand services as required by concerned DOST-ASTI units. In performing errand services, the janitorial personnel must fill out a Pass Slip (form to be provided by Janitorial Agency) duly authorized by the Janitor Supervisor which shall be submitted to the security guard on duty in order to be informed of his/her whereabouts or itinerary in case of the need to be located or contacted;
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- d. Provide one (1) roving coordinator who will coordinate with the supervisor from time to time in monitoring the performance of the personnel deployed; and
- e. Render extra hours of service during special occasions and affairs celebrated/held by DOST-ASTI.

B. The Janitor Supervisor must on top of his/her regular duties:

1. Submit to the Chief Administrative Officer (CAO) and/or Building Administrator a monthly manpower schedule every first Monday of the month;
2. Submit to the CAO and/or Building Administrator a projected monthly and quarterly schedule of cleaning within ten (10) days from assumption of duties;
3. Evaluate and verify employee performance through review of completed work assignments. He/She shall submit to the CAO and/or Building Administrator quarterly performance evaluation of the janitorial staff;
4. Ensure compliance and implementation of DOST-ASTI's rules and regulations apart from the cleanliness and sanitation of its premises;
5. Conduct inspection of the premises to ensure clean and safe conditions and inspect equipment for cleanliness and repair;
6. Prepare daily bathroom cleaning checklist, checklist must be attached to the back of each CR's door;
7. Ensure delivery of the supplies needed by its complement for the month and submit therewith a list/inventory thereof to the CAO and/or Property/Supply Officer every first Monday of the month;
8. Determine, on a monthly basis, the materials, supplies, and equipment needed;
9. Submit every first Monday of the month to the CAO and/or Property/Supply Officer a report of the supplies consumed during the previous month and an inventory of the remaining supplies to be consumed for the year; and
10. Ensure correctness of daily log entries of all janitorial personnel assigned to the DOST-ASTI.

IX. SUPPLIES, MATERIALS AND EQUIPMENT

The Janitorial Agency shall provide the following type and quantity of tools, supplies, materials and equipment, which must be of guaranteed high quality to ensure maximum cleaning results:

A. The Contractor must provide the following equipment and materials **ten (10) calendar days upon deployment of janitorial personnel to DOST-ASTI.**

DESCRIPTION	QUANTITY	UNIT
Heavy Duty Floor Polisher 16" or 18" with Accessories	3	Unit

ANNEX "A"

Heavy Duty Vacuum Cleaner	1	Unit
High Pressure Washer	1	Unit
Mop Squeezer with Bucket	3	Unit
Caution Sign with Accessories	5	Piece
Aluminum Ladder 8 Ft.	1	Unit
Garden Hose 5/8" x 50", with Nozzle	2	Roll
Grass Cutter	2	Unit
Push Cart	2	Units
Dust Pan, Aluminum	5	Piece
Pail, At least 4 Gal. Capacity	3	Piece
Ceiling Brooms	3	Piece
Mop Handle, Aluminum, Heavy Duty	10	Piece
Mop Head	10	Piece
Glass Squeegee	5	Piece
Toilet Bowl Pump	15	Piece
Push Brush	3	Piece
Ornamental Plants with Pots, Small and Medium (for Sink and Suitable Spaces in Common CRs)	12	Piece

B. The following supplies and consumables must be provided to the DOST-ASTI in a monthly basis, specifically, **every first Monday of the month**:

DESCRIPTION	QUANTITY	UNIT
Round Cloth Rags	1.5	Kilogram
Flannel (Pranela) Rags	20	Piece
All Purpose Cleaner	2	Gallon
Powdered Soap	10	Kilogram
Bleaching Solution / Stain Remover	2	Gallon
Hand Liquid Soap, 750 mL (with Container for Sink)	10	Bottle
Toilet Bowl and Urinal Cleaner	5	Bottle
Bathroom Deodorizer (Cake)	30	Piece
Muriatic Acid	10	Bottle
Liquid Plumber (Sosa)	5	Bottle
Furniture Polish	6	Can
Natural Floor Wax	3	Gallon
Toilet Tissue Paper, 12 Rolls per Pack (for Common CRs)	10	Pack
Glass Cleaner, Liquid	5	Bottle
Steel Wool	10	Piece
Sponge	20	Piece
Scouring Pad	5	Piece
Carpet Shampoo	1	Gallon
Carpet Stain Remover	5	Bottle
Garbage Bag (Biodegradable/Compostable), Large	12	Rolls
Garbage Bag (Biodegradable/Compostable), Medium	12	Rolls
Garbage Bag (Biodegradable/compostable), Small	10	Rolls

Dishwashing Liquid	2	Gallon
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- C. The following supplies and consumables must be provided to the DOST-ASTI in a quarterly basis and delivered **every 15th day of the first month of the quarter**:

DESCRIPTION	QUANTITY	UNIT
Hand Dustpan and Brush	3	Piece
Steel Brush	3	Piece
Soft Broom	5	Piece
Stick Broom	3	Piece
Toilet Brush	10	Piece
Disinfectant	10	Bottle
Mop Head	10	Piece
Doormat, Rectangular Shape (for CRs)	16	Piece
Floor Polishing Pad	6	Piece
Stripping Pad	6	Piece
Air Freshener, 300 mL	10	Canister
Insecticide Spray, Odorless	3	Canister
Metal Polish, 150 Grams	2	Canister
Hand Gloves	5	Pair
Dust Grabber (Duster)	3	Piece

The Janitorial Agency shall hold the DOST-ASTI free from any liability arising from loss or damage of such materials and equipment. Appropriate internal control on inventory management shall be implemented by the Janitorial Agency and shall be audited by DOST-ASTI authorized representatives.

X. OTHER MATTERS

- A. Furnishing of Bond** - The Contractor shall furnish the DOST-ASTI with a valid and sufficient Performance Bond in accordance with the rules set forth under Government Procurement Reform Act (R.A. No. 9184) and its 2016 Implementing Rules and Regulations (IRR).
- B. Wage and Mandated Benefit Increase** - Should there be any wage or mandated benefit (i.e., SSS, PAGIBIG and PHILHEALTH) increase in favor of the assigned janitorial personnel subsequent to the execution of the Contract pursuant to a Law, Executive Order, Decree or Wage Order, the Janitorial Agency must inform the DOST-ASTI in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation.
- C. Billing and Submission of Documents** - The Janitorial Agency shall furnish DOST-ASTI a billing, together with copies of payroll, remittances with official receipt of SSS, PAG-IBIG, PHILHEALTH and other state insurance fund contributions for all janitorial personnel assigned, **every 15th day of the month**. Should the Janitorial Agency fail to comply, DOSTASTI

shall withhold the payment for the current month until the latter shall have complied with subject requirement.

- D. Employer-Employee Relationship** - The DOST-ASTI shall not be responsible for any claims for general injury, including death sustained by the janitorial personnel or any third person arising out of or in the course of the performance of the functions of the janitors pursuant to this contract. It is expressly understood that no employee-employer relationship exists between the parties or of their employees, representatives and agents.
- E. Liability for Losses and Damages** - The Janitorial Agency shall be responsible for any loss or damage that may be incurred by its janitorial personnel. The DOST-ASTI may suspend or withhold whatever contract payments may be due the Janitorial Agency should they fail to pay such losses or damages within fifteen (15) days from the date of notice, or until such loss or damage shall have been duly paid, restituted or repaired by the Janitorial Agency, or go after the Performance Bond set forth in this Contract. Likewise, the DOST-ASTI has the option to demand payment for the replacement value of the lost properties, or its replacement by another at least substantially in the same condition as the former.
- F. Compliance with the DOST-ASTI Rules and Regulations** - Maintain effective discipline and full control and supervision over the janitorial personnel assigned under this Contract, as well as the manner of performance of their duties. However, The Janitorial Agency binds itself to cause the implementation and enforcement of any and all rules, regulations or directives that DOST-ASTI may issue concerning the conduct of said janitorial personnel.
- G. Extension Clause** - Extension of Contract is subject to the provisions of R.A. No. 9184 and its 2016 IRR. The extended term shall automatically terminate upon effectivity of a new contract.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO COMPLY WITH ALL REQUIREMENTS STATED IN THE TERMS OF REFERENCE.

Name : _____
Designation : _____
Company Name : _____
Date : _____