



## **ADDENDUM NO. 01**

### **Series of 2023**

This Addendum No. 01 is issued to modify or amend items in the Bidding Documents for the **Provision of Janitorial Services for the operation of the University**. This shall form an integral part of the Bid Documents.

|                                    |   |
|------------------------------------|---|
| Name of Project:                   | <b>Provision of Janitorial Services for the operation of the University</b> |
| Location:                          | CSU Campus, Ampayon, Butuan City  |
| Brief Description:                 | Provision of Janitorial Services for the operation of the University        |
| Approved Budget for the Contract : | <b>Php. 2,740,000.00</b>  |
| Source of Funds:                   | Regular Agency Fund 2024  |
| Contract Duration:                 | 6 Months and 15 Days  |
| Procurement Scheme:                | 1 Lot Procurement   |

Please be informed of the changes in the Bidding Documents as follows:

| <b>CHANGES/ AMENDMENT</b>                      |   |
|--|---|
| <b>ITEM &amp; DESCRIPTION</b>                  |   |
| <b>FROM</b>                                    | <b>TO</b>   |
| <b>Contract Duration: 6 Months and 21 days</b> | <b>Contract Duration: 6 Months and 15 days/147 days</b> |

#### **Additional Technical Specification**

#### **Duties and Responsibilities of Janitor/Janitress**

##### **DAILY ROUTINE OPERATIONS:**

- a. Sweeping, mopping, spot scrubbing and polishing of floors (lobbies, hallways, and stairs). Areas where heavy traffic occur, including the main lobby, entrance ways, waiting areas, and comfort rooms, shall be serviced continuously during hours of public use to guarantee cleanliness at all times.
- b. Cleaning, sanitizing of toilets and rest rooms, with the use of effective disinfecting chemicals on washbasins, urinals and toilet bowls; fogging of toilets and hallways with deodorant.
- c. Dusting and/or damp wiping of glass tops, glass doors, counters, furniture, partitions, sidings, and doors.
- d. Dusting of inside windows, window ledges, air vents, stair railings, and other horizontal and vertical surfaces as well as bookshelves and cabinets.
- e. Emptying, waste containers, disposal of trash to receptacles provided for this purpose and cleaning the same.
- f. Sweeping of driveways and parking areas.
- g. High dusting and removal of cobwebs and finger marks on walls and ceilings whenever necessary;
- h. Maintenance of garden and watering plants.
- i. Cleaning of glass doors and partitions.
- j. Frequent spraying of air freshener.
- k. Maintain the cleanliness of other interior portions of the building.
- l. Switching off or unplugging water faucets, light switches, office and other equipment after office hours or when not in need.
- m. Other services required within the premises that are within the scope of janitorial work that management may assign from time to time.



**WEEKLY OPERATIONS:**

- a. Washing, scrubbing, waxing, and polishing of floors and stairways.
- b. Application of special sanitizing and waxing solution to hallways.
- c. Washing windows, doors, frames, partitions, and screens.
- d. Dusting of light fixtures, venetian blinds, and drapes.
- e. Cleaning, waxing, washing and/or polishing of office furniture and fixtures.
- f. General cleaning of all comfort rooms.
- g. High dusting and removal of cobwebs.
- h. Removal of stains and finger marks on walls.
- i. Polishing of metal signs.
- j. Watering and general care of indoor plants.
- k. Spraying of insecticides and application of rodenticides inside—the office

**QUARTERLY OPERATIONS:**

- a. Shampooing rugs, carpets, and draperies.
- b. Cleaning of upper and lower water tanks

**GARDEN PLANT MAINTENANCE:**

- a. Regular watering of plants and garden as well as cleaning of gutters.
- b. Regular trimming of grasses and removal of dried leaves on plants.
- c. Regular application of fertilizers to plants and gardens.
- d. Maintenance of seed lawns within the designated perimeter.
- e. Sweeping of dry leaves and disposal of trash
- f. Cultivation of plants

**Submission of Bids**

Shall be done through Hard Copies:

- a. Bidders shall submit hard copy in two (2) separate Sealed and Signed bid envelopes consisting of 1 original copy, copy1 and copy 2 of their Bidding Documents on or before the schedule of the opening of bids, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of the IRR of R.A 9184 for the procurement of Goods and Infrastructure Projects, and the second shall contain the financial component of the bid.
- b. Bidders should properly mark, tab, arrange, and with corresponding Table of Contents the documents submitted as indicated in the Checklist of requirements in the respective folders in order to facilitate the evaluation of documents during the Opening of Bids.

**CHANGE SCHEDULE OF ACTIVITIES**

| <b>Activities</b>      | <b>Schedule</b>  |                                   |
|------------------------|--|-----------------------------------|
|                        | <b>FROM</b>  | <b>TO</b>                         |
| <b>Opening of Bids</b> | November 27, 2023                                      | November 28, 2023                 |
| <b>Venue</b>           | CSU University Library Board Room/Online Via Zoom App. | CSU University Library Board Room |
| <b>Time</b>            | 10:00 AM   | 10:00 AM                          |

\*\*\*\*\* **NOTHING FOLLOWS** \*\*\*\*\*

For guidance and information of all concerned.

**SIGNATURE REDACTED**

**MICHELLE V. JAPITANA, D.Eng.**  
BAC Chairperson