



ADDENDUM NO. 01

Series of 2021

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:	Provision of Janitorial Services for the operation of the University
Location:	CSU Campus, Ampayon, Butuan City
Brief Description:	Provision of Janitorial Services for the operation of the University
Approved Budget for the Contract :	Php. 3,248,853.96
Source of Funds:	RAF and BRF 2022
Contract Duration:	12 Months

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

CHANGES/ AMENDMENT	
SECTION VII. TECHNICAL SPECIFICATION	
FROM	TO
ITEM	DESCRIPTION
1	<p>JANITORIAL SERVICES Days worked per week (Monday-Friday)- 5 days/week Days worked per Month – 22days Number of days/year excluding Saturday, Sunday & Holidays – 8hrs work/day A. AMOUNT DIRECTLY TO JANITOR/JANITRESS (NEW DAILY WAGE)- 360.00 Ave. Pay/Month (₱360.00 x 22 days) – 7,920.00 13th Month Pay (7,920.00 / 12) –660 5 Days Incentive with pay (₱360.00 + 15 x 5 / 12) – 156.25 COLA (15.00 x 22 days) – 330.00 Uniform Allowance – 100.00 TOTAL AMOUNT DIRECTLY TO JANITOR/JANITRESS - ₱9,166.25 B. AMOUNT TO GOV'T IN FAVOR OF JANITOR/JANITRESS – ₱1,419.38 SSS Premium, (Employer's Share) – ₱600.00 PhilHealth Premium (Employer's Share) - ₱137.50 Pag-IBIG Fund - ₱100.00 ECC/State Insurance Fund – ₱10.00 Retirement Benefits (RA 7641) - ₱571.88 C. TOTAL AMOUNT TO JANITOR/JANITRESS & GOV'T (A+B) - ₱10,585.63 D. Agency Fee/Profit Margin 10% of C - ₱1,058.56 E. VAT (Agency Fee x 12% RMC-039-20-07) - ₱127.02</p>



BIDS AND AWARDS COMMITTEE (BAC)

<p>F. Contract Rate/Janitor/Janitress/Month - ₱11,771.21 G. No. of Janitors – 23 H. No. of Months - 12</p>	<p>Name of the Project: Provision of Janitorial Services for the Operation of the University Contract Budget: (₱3,248,853.96)</p> <p>DAILY ROUTINE OPERATIONS:</p> <ol style="list-style-type: none"> 1) 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. 2) 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. 3) Dusting and/or damp wiping of glass tops, glass doors, counters furniture, partitions, sidings and doors. 4) Dusting of inside windows, window ledges, air vents, stair railings and other horizontal and vertical surfaces as well as bookshelves and cabinets. 5) Emptying, cleaning of ash trays and waste containers, disposal of trash to receptacles provided for this purpose and cleaning the same. 6) Sweeping of driveways and parking areas. 7) High dusting and removal of cobwebs and finger marks on walls and ceilings whenever necessary; 8) Maintenance of garden and watering plants. 9) Cleaning of glass doors and partitions. 10) Frequent spraying of air freshener. 11) Maintain the cleanliness of other interior portions of the building. 12) Switching off or unplugging water faucets, light switches, office and other equipment after office hours or when not in need. 13) Other services required within the premises that are within the scope of janitorial work that management may assign from time to time. <p>WEEKLY OPERATIONS:</p> <ol style="list-style-type: none"> 1) Washing, scrubbing, waxing and polishing of floors and stairways. 2) Application of special sanitizing and waxing solution to hallways. 3) Washing windows, doors, frames, partitions and screens. 4) Dusting of light fixtures, venetian blinds and drapes. 5) Cleaning, waxing, washing and/or polishing of office furniture and fixtures. 6) General cleaning of all comfort rooms. 7) High dusting and removal of cobwebs. 8) Removal of stains and finger marks on walls. 9) Polishing of metal signs. 10) Watering and general care of indoor plants. 11) Spraying of insecticides of application of rodenticides inside the office. <p>QUARTERLY OPERATIONS:</p> <ol style="list-style-type: none"> 1) Shampooing of rugs, carpets and draperies. 2) Cleaning of upper and lower water tanks.
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GARDEN PLANT MAINTENANCE:

- 1) Regular watering of plants and garden as well as cleaning of gutters.
- 2) Regular trimming of grasses and removal of dried leaves on plants.
- 3) Regular application of fertilizers to plants and garden.
- 4) Maintenance of seed lawns within the designated perimeter.
- 5) Sweeping of dry leaves and disposal of trash
- 6) Cultivation of plants.

MISCELLANEOUS SERVICES:

- 1) Assigned Supervisor to inspect, supervise, coordinate and report to Physical Plant & General Service Office.
- 2) Cleaning and maintenance of cleaning equipment

PERSONNEL SELECTION AND SUPERVISION

For the purpose of maintaining its offices, buildings clean and orderly at all times, the CSU require twenty-three (23) janitors/janitress for the entire duration of the contract. The following are the disposition of personnel:

Name of Building/Facility	No. of Personnel
1. CEGS	2
2. CCIS (Mechatronics)	2
3. S & T	4
4. New Admin Bldg	4
5. Old Admin Bldg	1
6. CAS New Bldg	2
7. COFES	1
8. Hostel Bldg	1
9. CSU Main Avenue	3
10. Library Bldg	2
11. Eco Park	1
TOTAL -	23

It is understood that the number may be increased or decreased by the CSU at their option by giving the SERVICE AGENCY at least five (5) days prior written notice. The SERVICE AGENCY shall submit to the CSU a list of its janitors/janitress, their qualifications, clearances and other pertinent papers on the basis of which the CSU shall select the most competent and qualified. The SERVICE AGENCY warrants that all janitors/janitress to be assigned to the CSU are qualified, physically fit, of good moral character, honest, reliable, competent and cooperative. The CSU have the right to require the immediate replacement of any janitors/janitress, at any time for reason, which the CSU, in their sole judgment consider valid and sufficient. Replacement of janitors/janitress on the initiative of the SERVICE AGENCY shall be made only after consultation with the CSU. For security and health reasons, the names, addresses, police clearances, pictures and appropriate medical certificates of the SERVICE AGENCY'S employees shall be submitted to the CSU. The SERVICE AGENCY shall make bi-weekly inspections of its personnel assigned to the CSU to ensure compliance with the guidelines issued by the CSU relevant to their



operations and of the SERVICE AGENCY's rules and regulations. The SERVICE AGENCY alone shall have the authority to discipline and control its personnel. The CSU or their offices shall exercise general supervision over the janitors/janitress assigned to them.

WORKING HOURS AND MANNER OF PERFORMANCE

The personnel assigned to the CSU shall render work for eight (8) hours daily, five (5) days a week, Monday to Friday, except during regular holidays and special non-working days unless required by the CSU. The CSU shall prescribe the time or schedule of work to be followed by the personnel of the SERVICE AGENCY. Extension of authorized tour of duty of the SERVICE AGENCY's personnel during special occasions celebrated by the CSU shall be for the account of the SERVICE AGENCY. The CSU shall furnish the SERVICE AGENCY from time to time with guidelines, rules and regulations, which the SERVICE AGENCY and its personnel assigned to perform the services called for in this contract, shall follow in carrying out their tasks. The SERVICE AGENCY shall recommend measures that it shall deem necessary for the effective performance of said services. While in the performance of the services contemplated herein, the SERVICE AGENCY's employees shall at all times wear proper and clean uniforms to be provided by the SERVICE AGENCY. Only one type of uniform and color scheme shall be adopted for easy identification. The SERVICE AGENCY guarantees that it will at all times maintain enough reserve of competent and qualified employees who can be immediately assigned to the CSU does not or cannot report for work during their particular schedule. Where the services contemplated in this Contract cannot be performed in accordance with the terms and conditions herein stipulated in view of the failure of the SERVICE AGENCY's employee(s) to report during his/their assigned work schedule and/or the SERVICE AGENCY's failure to provide the regular number of employees, the cost for the additional services of an employee rendered beyond eight (8) hours shall be for the sole account of the SERVICE AGENCY. The SERVICE AGENCY's employees shall be allowed access to the premises of the CSU only during the latter's respective scheduled working hours and shall confine themselves to their respective assigned areas of work unless otherwise directed by the CSU or their duly authorized officers.

Additional Documentary Requirements for post-qualification purposes:

- 1.1. Latest Income Tax and Value Added Tax Returns filed through EFPS. Refer to BDS ITB Clause 29.2(a)
- 1.2 Certificate of Phil-GEPS Registration
- 1.3 Certificate from the bidder under oath of its compliance with existing labor laws and standard, in case of procurement of services such as but not limited to:
 - Minimum wage
 - SSS and ECC
 - Medicare/Philhealth



BIDS AND AWARDS COMMITTEE (BAC)

		<ul style="list-style-type: none"> • Pag-Ibig • Allowance for any increase of the above undertaking as maybe imposed by law or competent authority <p>1.4 Company profile and track record highlighting the following information:</p> <ul style="list-style-type: none"> • Principal office or branch office should be located within Caraga area • Year established and number of years in the service • License/accreditation number • Articles of Incorporation or Certificate of SEC registration with the latest general information sheet submitted to the SEC • Name of satisfied clients • Number of years serving each client • Number of maintenance personnel/janitors deployed in each client <p>1.5 Housekeeping Plan stating the work to be done Monthly, Quarterly, and Semi-Annually</p> <p>1.6 Continuing manpower development plan to enhance capability and upgrade skills of janitors, presenting pertinent training certificates</p> <p>1.7 Certification for minimum qualifications of personnel stated in individual profiles including but not limited to the following:</p> <ul style="list-style-type: none"> • Of Good Moral Character • Physically and mentally fit • 5 years supervisory experience for supervisors • At least 21 Years old but not more than 45 years old <p>1.8 Commendations or certificates of appreciation received, if any.</p> <p>1.9 Statement of free services, supplies or equipment willing to be offered for free in addition to the minimum requirements set in the TOR, if any.</p> <p><i>I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.</i></p> <p>_____ Name of Company/Bidder _____ Signature over Printed Name Authorized Representative</p> <p>_____ Date</p>
	<p>Bid Data Sheet ITB Clause 10</p> <p>Additional Requirement:</p> <p>The Bidder must submit together with its technical submission the forms attached in the Bidding Documents, to wit:</p> <ul style="list-style-type: none"> i. Company Profile ii. Organization Set-Up/Structure iii. Affidavit of Site Inspection iv. Other related Technical Bid Forms 	



BIDS AND AWARDS COMMITTEE (BAC)

- v. Additional Set of Technical Parameters (as per Annex "A" of GPPB Resolution No. 24-2007, dated 28 September 2007)
1. Stability
 - a. Years of Experience
 - b. Liquidity of the Contractor
 - c. Organizational Set-up
 2. Resources
 - a. No. and Kind of Equipment and Supplies
 - b. No. of Janitors and Supervisors
 3. House Keeping Plan
 4. Other Factors
 - a. Recruitment and Selection Criteria
 - b. Completeness of Uniform and Other Paraphernalia
- viii. Additional Requirements:
- a. SSS with certification of good standing as of June 30, 2021
 - b. PhilHealth with certification of good standing as of June 30, 2021
 - c. Pag-ibig Registration with certification of good standing as of June 30, 2021
 - d. DOLE clearance issued within the last three (3) months
 - e. Certificate of Site Inspection issued by General Services Office.
 - f. Certificate of Satisfactory Performance
 - g. Proof of evidence that Janitors are fully vaccinated.

The same should be mark, tab, arrange, and with corresponding Table of Contents the documents submitted.

For guidance and information of all concerned.


ARMIE LEILA M. MORDENO, DPA, CSEE
BAC Chairperson