



## BIDS AND AWARDS COMMITTEE

### Bid Bulletin No. 01

PG-GS2019-05

### Procurement of Janitorial / Manpower Services

This Bid Bulletin is being issued to amend the following sections of the Bidding Documents of the above stated project.

REFERENCE	AMENDMENTS / CLARIFICATIONS								
<p><b>Section III. Bid Data Sheet, ITB Clause 29.2</b> List of licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ol style="list-style-type: none"> <li>1. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</li> <li>2. Clearance from DOLE Regional Office where the agency is located;</li> <li>3. Clearance from DOLE NLRC</li> <li>4. Valid DOLE Certificate of Registration (D.O. 174-17)</li> <li>5. SSS, Philhealth and Pag-ibig Clearances</li> <li>6. List of Licensed Firearms, and</li> <li>7. List of Service Vehicles &amp; Plate Numbers.</li> </ol>	<p>Latest Income &amp; Business Tax Returns <b>should cover at least the last six (6) months of 2018.</b></p> <p>Clearances from DOLE, NLRC, SSS, Philhealth and Pag-ibig <b>must be valid and should cover at least the last six (6) months of 2018.</b></p>								
<p><b>Section VI. Technical Specifications</b></p> <p>Item No. 1 – Supply of Janitorial and Manpower Personnel</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Specifications</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Janitors [including one (1) working Supervisor]</td> <td style="text-align: center;">16</td> </tr> </tbody> </table>	Specifications	Quantity	Janitors [including one (1) working Supervisor]	16	<p><b>Section VI. Technical Specifications</b></p> <p>Item No. 1 – Supply of Janitorial and Manpower Personnel</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Specifications</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Janitors [including one (1) working Supervisor]</td> <td style="text-align: center;">16</td> </tr> </tbody> </table>	Specifications	Quantity	Janitors [including one (1) working Supervisor]	16
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Drivers (with professional driver's license)	5	Drivers (with professional driver's license)	5				
Maintenance Staff	2	Maintenance Staff	2				
Office Personnel (to be assigned in OSHC Quezon City and Regional Extension Units)	29	Office Personnel (to be assigned in OSHC Quezon City and Regional Extension Units)	29				
		<i>Designate at least one (1) Safety Officer 3 (SO3) from among the supplied manpower</i>					
Item No. 7		Item No. 7					
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<b>Deadline of Submission and Opening of Bids:</b>  April 24, 2019, 2:00 P.M.		<b>Deadline of Submission and Opening of Bids:</b>  <b>April 29, 2019, 2:00 P.M.</b>					

To further guide prospective bidders in preparation of their bids, attached in this Bid Bulletin is the standard computation of contract price including daily salary rates required by OSHC.

For information of all concerned.



**ENGR. JOSE MARIA S. BATINO, CESO IV**  
Chairman, Bids and Awards Committee

OCCUPATIONAL SAFETY AND HEALTH CENTER  
STANDARD COMPUTATION OF CONTRACT PRICE  
Procurement of Janitorial / Manpower Services

	Janitors	Drivers	Carpenter	Aircon Tech.	Clerk	Exec. Assistant	Management Analyst
1	Wage Order No. 22 313	WO No. 22 261	WO No. 22 261	SG 6 261	SG 6 261	SG 8 261	SG 15 261
2	Applicable Daily Wage Rate (inclusive of COLA) 537.00	537.00	537.00	682.62	682.62	770.48	1,403.72
3	Equivalent Monthly Rate (#1 x #2 ÷ 12) 14,006.75	11,679.75	11,679.75	14,846.99	14,846.99	16,757.94	30,530.91
4	13th Month Pay, PD851 (#3 ÷ 12)						
5	5 days Service Incentive Leave (#2 x 5 ÷ 12)						
6	Retirement Benefit RA7641 (#2 X 22.2 ÷ 12)						
7	Total Monthly Salary due to employee (#3+#4+#5+#6)						
	<b>Amount to Gov't. in Favor of Employee</b>						
8	SSS employer's share plus EC						
9	Philhealth employer's share						
10	HDMF employer's share						
11	Amount to Gov't. in Favor of Employee (#8+#9+#10)						
12	Total Amount due to employee and gov't. (#7+#11)						
13	Administrative Overhead and Margin (minimum of 10% of #12)						
14	Janitorial Supplies and Equipment						
15	Gross amount due to employee, gov't and manpower agency (#12+#13+#14)						
16	VAT (12%)						
17	Monthly Contract Rate						
18	No. of personnel 16	5	1	1	27	1	1
19	Total Monthly Contract Rate						
20	Annual Contract Rate						
<b>TOTAL</b>							