



## SUPPLEMENTAL/BID BULLETIN NO. 1

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 26 February 2021 for the **Procurement of DOT Janitorial Services (DOT-BAC-IB No. 2021-002)**.

### A. Under Section VII. Technical Specifications of the Bidding Documents

#### I. Qualifications of Bidder

OLD PROVISION	NEW PROVISION
1. The Bidder must be xxx.	1. <i>The Bidder must be xxx.</i>
2. The Bidder must be duly registered with the Securities and Exchange Commission (SEC) and/or Department of Trade and Industry (DTI).	2. <i>The Bidder must be duly registered with the Securities and Exchange Commission (SEC) <del>and/ or</del> or the Department of Trade and Industry (DTI), <b>or the Cooperative Development Authority (CDA), as the case maybe.</b></i>
3. The Bidder must be xxx.	3. <i>The Bidder must be xxx.</i>
4. The Bidder must submit the latest Certification from the accredited drug testing center on the conducted random drug testing to the personnel to be assigned to the DOT.	4. <i><b>The Winning Bidder must conduct drug testing of its personnel prior to deployment for a DOH-accredited testing facility. A certification for this purpose must be submitted. <u>submit the latest Certification from the accredited drug testing center on the conducted random drug testing to the personnel to be assigned to the DOT.</u></b></i>
5. The Bidder must submit at least three (3) client's completed contracts from the government or a private corporation to whom the bidder has past contracts for the last three (3) years.	5. <i>The Bidder must submit <b>a certification of satisfactory of performance</b> from at least three (3) clients <b>with</b> completed contracts from the government or a private corporation <del>to whom the bidder has past contracts for</del> within the last three (3) years.</i>
6. The bidder must be amendable with the GPPB guidelines in determining its administrative costs; bidders may opt to bid with 10% higher as long as within the labor laws, rules and regulations.	6. <i>The bidder must be amendable with the GPPB guidelines in determining its administrative costs; <b>thus</b> the bidders may opt to bid with an administrative cost of <b>at least 10%.</b></i>

## **II. Duties and Responsibilities of the Service Provider**

<b>OLD PROVISION</b>	<b>NEW PROVISION</b>
<p>1. The Service Provider shall provide the required number of service personnel and project manager/supervisors/lead-man in accordance with the scope of service/work, standards, methodology, approved janitorial plan and manpower complement and deployment; and the provided service personnel have undergone RTPCR Tests due to COVID-19 pandemic.</p>	<p>1. <i>The Service Provider shall provide the required number of service personnel, including <del>and project manager/</del>supervisors and assistant supervisor/<del>lead-man</del> in accordance with the scope of service/work, standards, methodology, approved janitorial plan and manpower complement and deployment. <b>In addition, all personnel must have a negative COVID-19 RT-PCR test result at least 3 days prior to deployment; and the provided service personnel have undergone RTPCR Tests due to COVID-19 pandemic.</b></i></p>
<p>2. The Service Provider shall assume xxx.</p>	<p>2. <i>The Service Provider shall assume xxx.</i></p>
<p>3. The Service Provider must provide certifications and/or proof of payment from the proper government agencies that it is religiously paying the Social Security System, Pag-Ibig Fund, and Philhealth Insurance contributions as mandated by law, as well as income taxes (if applicable) of the employee to be assigned at the DOT;</p>	<p>3. <i>The Service Provider must provide certifications and/or proof of payment from the proper government agencies that it is <del>religiously</del> <b>regularly</b> paying the Social Security System, Pag-Ibig Fund, and Philhealth Insurance contributions as mandated by law, as well as income taxes (if applicable) of the employee to be assigned at the DOT;</i></p>
<p>4. The Service Provider must have xxx.</p>	<p>4. <i>The Service Provider must have xxx.</i></p>
<p>5. The Service Provider shall have xxx.</p>	<p>5. <i>The Service Provider shall have xxx.</i></p>
<p>6. The Service Provider shall ensure xxx.</p>	<p>6. <i>The Service Provider shall ensure xxx.</i></p>
<p>7. The bidder must provide xxx.</p>	<p>7. <i>The bidder must provide xxx.</i></p>
<p>8. The Service Provider shall have xxx.</p>	<p>8. <i>The Service Provider shall have xxx.</i></p>
<p>9. The Service Provider shall assume full responsibility for any loss, damage or injury caused to the DOT or its employees, properties, or premises, arising from or occasioned by the service personnel's act or omission. This shall undergo the required processes.</p>	<p>9. <i>The Service Provider shall assume full responsibility for any loss, damage or injury caused to the DOT or its employees, properties, or premises, arising from or occasioned by the service personnel's act or omission, <b>subject to due process. This shall undergo the required processes</b></i></p>
<p>10. The Service Provider shall suspend, lay-off, terminate and/or impose disciplinary measures to the service personnel who shall commit an offense on the DOT premises like theft/pilferage, damage or disruption, drunkenness/alcoholism, using prohibited</p>	<p>10. <i>The Service Provider shall <del>suspend, lay-off, terminate and/or impose</del> <b>be responsible in imposing</b> disciplinary measures <b>or legal sanctions to the against the</b> service personnel who shall commit an offense <del>on</del> <b>within the DOT premises (e.g. like</b></i></p>

<p>drugs, gambling, violence and possessing firearms;</p> <p>11. The Service Provider shall provide the required uniforms and identification cards (ID) to all janitorial service personnel. It shall be neat and worn properly at all times by the service personnel during the performance of their obligations;</p> <p>12. The Service Provider shall assign xxx.</p> <p>13. The Service Provider shall require xxx.</p> <p>14. The Service Provider shall xxx.</p> <p>15. The Service Provider shall ensure the availability of a replacement service personnel in case of an unscheduled absence of its personnel;</p> <p>16. The Service Provider shall absorb xxx.</p> <p>17. The DOT reserves the right to demand the immediate replacement of any service personnel who may be found and considered undesirable, incompetent by the end-user or whose services shall be prejudicial to the interests of the DOT. However, the service personnel assigned shall only be allowed to work after they have been further screened and accepted by the end-user. Likewise, the Service Provider shall abide by the procedural requirements of the Labor Code of the Philippines;</p> <p>18. The Service Provider shall provide xxx.</p> <p>19. The Service Provider shall xxx.</p>	<p><i>theft/pilferage, damage or disruption, drunkenness/alcoholism, using prohibited drugs, gambling, violence and possessing firearms), <b>subject to due process.</b></i></p> <p><i>11. The Service Provider shall provide the required uniforms and identification cards (ID) to all janitorial service personnel. It shall be neat and worn properly at all times by the service personnel during the performance of their obligations. <b>In addition, due to the COVID-19 pandemic, all personnel are likewise required to wear a minimum personal protective equipment, such as facemasks and faceshields.</b></i></p> <p><i>12. The Service Provider shall assign xxx.</i></p> <p><i>13. The Service Provider shall require xxx.</i></p> <p><i>14. The Service Provider shall xxx.</i></p> <p><i>15. The Service Provider shall ensure the availability of a replacement service personnel in case of <del>an unscheduled</del> absence of its personnel;</i></p> <p><i>16. The Service Provider shall absorb xxx.</i></p> <p><i>17. The DOT reserves the right to demand the immediate replacement of any service personnel who may be found and considered undesirable, <b>or</b> incompetent by the end-user or whose services shall be prejudicial to the interests of the DOT. However, the service personnel assigned shall only be allowed to work after they have been further screened and accepted by the end-user. Likewise, the Service Provider shall abide by the procedural requirements of the Labor Code of the Philippines;</i></p> <p><i>18. The Service Provider shall provide xxx.</i></p> <p><i>19. The Service Provider shall xxx.</i></p>
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## B. Other Clarifications and Amendments

1. The bidders were also informed that a total of 313 days should be factored in computing the total bid price.
2. One (1) Original and five (5) copies will be required for the submission of proposals.

3. In case of tie or when two (2) or more bidders are determined and declared as Lowest Calculated and Responsive Bid (LCRB), the DOT BAC shall follow the Guidelines on the use of Non-discretionary/Non-discriminatory Selection criteria as Tie-breaking Method issued by the GPPB thru Circular No. 06-2005.
4. Please refer to the attached additional form/template for the breakdown of your financial bid or proposal.

The contents of this Bid Bulletin shall form an integral part of the Bidding Documents.

For the guidance and information of all prospective bidders.

  
**OIC-USEC. ROBERTO P. ALABADO III**  
Chairperson, Bids and Awards Committee 

4 March 2021