



DOST-PCAARRD

Department of Science and Technology

**PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES
RESEARCH AND DEVELOPMENT**

ISO 9001:2015



Certificate No. AJA13-0034

OFFICE OF THE EXECUTIVE DIRECTOR
Administration, Resource Management and Support Services

February 12, 2020

Project : Procurement of Janitorial Services (CY 2020)
Location : PCAARRD, Los Baños, Laguna
Subject : Bid Bulletin No. 1

To Bidders:

This Bid Bulletin No. 1 is hereby issued for your information and guidance in the preparation and submission of bid proposals for the above-project:

1. See revised Detailed Financial Proposal (Attachment A), Section VI. Schedule of Requirements (Attachment B), and Section VII. Technical Specifications (Attachment C) to be accomplished;
2. Agency Fee: Bidders to follow DOLE Department Order No. 174;
3. The "Amount from Government in favor of Guard" on the Detailed Financial Proposal, bidders to follow existing/latest government rules and attach latest documentation as basis for the amount to be indicated in the bid;
4. Per 2019 Handbook of Workers' Statutory-Monitory-Benefits, the number of days to be used in computation of salary is **313**;
5. Zero bid for uniform: Bidder may state "zero" in their bid but they still have to provide the uniforms at Supplier's expense;
6. Submission and Bid Opening was rescheduled on **February 20, 2020, 10:30 A.M. at OED-BR, PCAARRD** due to the PCAARRD's Director's Council meeting to be attended by most of the BAC members.

For your information and guidance.

(SGD.) MELVIN B. CARLOS
Deputy Executive Director for ARMSS
and Chairperson, BAC

Detailed Financial Proposal

Cost distribution for Janitorial and allied services personnel

No. of Working Days/Week	6 days (Mon-Sat)
No. of Calendar Days CY 2020 (Except Sunday)	313
Daily Wage (regular janitor)	P373.00
Daily Wage (janitor/plumber)	P456.54

Particulars	Per Janitor	Janitor/Plumber
A. Amount Directly to Janitors		
Average Pay/Month (DW x 313 days/12 months)		
13th month Pay (Average Pay per month/12)		
5 Days Incentive Pay (DW x 5/12)		
Uniform Set* (2 new sets of uniform)		
Sub-total		
B. Amount due to Government		
SSS		
PhilHealth		
ECC		
Pag-IBIG		
Sub-total		
C. Janitorial Supplies (See Annex A)		
D. Sub-total (A+B+C)		
E. Agency Fee (D x __%)		
F. Rate/Month/Janitor (D+E)		
G. Value Added Tax		
H. Total Cost/Janitor (F+G)		
I. No. of Janitors	23	1
J. Sub-total (H x I)		
K. Monthly Rate for 24 Janitors (Cost of 23 Jan + 1 Jan-Plumber)		
L. Contract Amount for 10 months (K x 10 months)		

*Service Provider must provide the janitors **at no cost**: a) 2 sets of uniform and appropriate hand gloves for each janitor (to be owned by the janitors); b) Safety gears (goggles, body harness, and protective apron) for six (6) janitors assigned at the grounds (to be owned by the Service Provider). Zero (0) bid would mean providing the uniforms to janitors at no cost to PCAARRD and the janitors.

Name and Signature of Authorized Representative

Annex A

Note: To be delivered to PCAARRD GSS Office every first Friday of the Month, except for the first month which should be delivered on the first PCAARRD working day of the year.

#	ITEM	UNIT	QTY	UNIT COST	TOTAL COST
MONTHLY SUPPLIES					
1	Air freshener aerosol type	320 ml/can	12		
2	Furniture polish – aerosol type	320 ml/can	12		
3	Powder Soap	500 g/pack	15		
4	Bleach	L	10		
5	Deodorant Cake	50 g/pc	170		
6	Toilet Bowl Cleaner/Disinfectant	L	15		
7	Rags	kilos	10		
8	Glass Cleaner	L	10		
9	Emulsion/liquid Wax	L	10		
10	Red Wax	500 g/can	2		
11	Furniture Polish	500 g/can	4		
12	Trash Bag (black, XXL)	pc	300		
13	Trash Bag (for trashcans at CRs, M)	pc	300		
14	3M Scrubbing pad	4x7 in	15		
15	3M Sponge	4x5 in	15		
16	Gasoline	L	120		
17	2T oil	L	6		
18	Soft Broom (thick) Tambo	pc	27		
19	Stick broom (tinting)	pc	27		
Total					
QUARTERLY SUPPLIES					
1	Nylon twine	big roll	2		
2	Ceiling broom	pc	10		
3	Mop head	pc	15		
4	Carpet shampoo	gal	1		
5	Dust pan Small	pc	27		
Total					
ANNUAL SUPPLIES					

1	Stripping pad	pc	10		
2	Mop	pc	20		
3	Dust pan heavy duty	pc	8		
4	Pail medium size	pc	22		
5	Spatula	pc	5		
6	Squeegee w/ handle	pc	15		
7	Toilet brush with handle	pc	15		
8	Push brush	pc	10		
9	Steel brush	pc	10		
10	Plastic sprayer	0.5 L container	15		
Total					

Note: Supplies with different unit of measurement, may be converted to its equivalent.

Summary of cost of supplies:

Monthly (total monthly / 24 janitors) = _____

Quarterly (total quarterly / 24 janitors/3 months)= _____

Annual (total annual / 24 janitors/12 months) = _____

Cost of supplies per month per janitor = _____

Name and Signature of Authorized Representative

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivered, Weeks/Months
1	Procurement of Janitorial Services to PCAARRD: <ul style="list-style-type: none"> • Janitors assigned inside the buildings: <ul style="list-style-type: none"> ▪ A.R. Tanco Bldg. and other buildings within the main compound ▪ DPITC Bldg. • Janitors assigned at the grounds: <ul style="list-style-type: none"> ▪ Grounds at the main compound ▪ DPITC grounds 	24 janitors 13 5 5 1	March 1 - December 31, 2020 (shall commence after signing/conforming with the Notice to Proceed)

Statement of Compliance: _____

 Name and Signature of Authorized Representative

Section VII. Technical Specifications

Item	Specification	Statement of Compliance																
1	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Required number of janitors</th> </tr> </thead> <tbody> <tr> <td style="width: 70%;">Janitors assigned inside the buildings:</td> <td style="width: 30%;"></td> </tr> <tr> <td style="padding-left: 20px;">▪ A.R. Tanco Bldg. and other buildings within the main compound</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="padding-left: 20px;">▪ DPITC Bldg.</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Janitors assigned at the grounds:</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">▪ Grounds at the main compound</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="padding-left: 20px;">▪ DPITC Grounds</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">24</td> </tr> </tbody> </table>	Required number of janitors		Janitors assigned inside the buildings:		▪ A.R. Tanco Bldg. and other buildings within the main compound	13	▪ DPITC Bldg.	5	Janitors assigned at the grounds:		▪ Grounds at the main compound	5	▪ DPITC Grounds	1	Total	24	
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▪ DPITC Bldg.	5																	
Janitors assigned at the grounds:																		
▪ Grounds at the main compound	5																	
▪ DPITC Grounds	1																	
Total	24																	
2	Areas to be covered (separate sheet – page 60)																	
3	Total number of calendar days for CY 2020 is 314 days excluding Sundays. No work during regular holiday but with pay.																	
4	The contractor shall assign personnel who have the required expertise, qualification and capability to perform the service.																	
5	A training related to the services to be rendered must be conducted by the contractor to all janitors to be assigned at PCAARRD; including relievers and those who within the implementation period are assigned at PCAARRD as additional or replacement janitor. The training must be conducted within the first month of the contract.																	
6	The contractor shall provide the janitors with their working uniform that includes appropriate hand gloves for the janitors at the grounds and janitors in the building maintaining the comfort rooms.																	
7	The contractor must follow the labor code and guidelines in the management of janitors including compensation/benefits requirements. Payslips must be provided to the janitors within a week after each payday thru the FAD-GSS.																	
8	Except for the mandatory government contributions/shares, i.e. SSS, PhilHealth, ECC, & Pag-IBIG; no other deduction from their compensation shall be carried out unless properly concurred by both PCAARRD and the janitors.																	
9	PCAARRD reserves the right to retain some janitors who have served PCAARRD very satisfactorily and have them included under contract with the winning bidder.																	
10	The contractor shall provide PCAARRD with monthly payroll and payslips of janitors, including remittance copy with official receipt of SSS, PAG-IBIG, ECC and PHILHEALTH contribution every 15 th day of the succeeding month after payment.																	
11	Service provider shall provide PCAARRD copy of deposit slips to janitors' ATMs at least 15 days after deposit (only if wages are paid thru ATM transfers).																	
12	<p>The contractor shall deliver the required supplies and materials to PCAARRD GSS Office</p> <ul style="list-style-type: none"> • Monthly supplies every first Friday of the month. • Quarterly supplies every first Friday of the first month of the quarter • Annual supplies not later than March 6, 2020 																	

13	All deliveries must be received properly by the GSS Supervisor or her authorized representative and must be kept for storage by the FAD-GSS.	
14	<p>The contractor shall deliver all required equipment and tools to PCAARRD-GSS office not later than March 6, 2020:</p> <ol style="list-style-type: none"> 1. Heavy duty floor polisher 10 units 2. Vacuum Cleaner 5 units 3. Ladder (12 feet in height) 3 units 4. Grass cutter motorized 3 units 5. Lawn mower motorized 3 units 6. Tree trimmer with handle 3 units 7. Scythe 6 pcs 8. Bolo, standard size 8 pcs 9. Rake, heavy duty 8 pcs 10. Buggy cart, steel made 6 units 11. Pruning shear, big 4 units 12. Spade 4 units 13. Wheel barrow 4 units 14. Push cart 4 units 15. Plastic sprayer, heavy duty 5 units 16. Garden shear 6 pcs 17. Pruning shear, small 6 pcs 18. Shovel, small 6 pcs 19. Cultivator 6 pcs 20. Trowel 6 pcs 21. Water hose ½ with nozzle 6 sets (50 meters @) 22. Water sprinklers ½ (for hoses) 6 pcs 	
15	<p>Submit billings/SOA every after the 15th and last day of the month for payment by PCAARRD. Payment shall be on “Advice to Debit Account (ADA) system”. Hence, must provide PCAARRD with the details of their service bank, preferably Land Bank of the Philippines. Official receipts for all payments must be provided as soon as possible to the PCAARRD Cashier.</p>	

Name and Signature of Authorized Representative

AREAS TO BE COVERED				No. of Janitors
1.	A.R. Tanco Hall:			
	Ground floor right wing	1,101.73	sq.m.	a
	Ground floor left wing	844.65	sq.m.	a
	2 nd floor right wing	896.22	sq.m.	a
	2 nd floor left wing	985.28	sq.m.	a
	1 st and 2 nd floor extension	985.28	sq.m.	a
	Basement areas (A.R. Tanco and BPK) including backyard parking area	950.26	sq.m.	b
2.	Bulwagang Panday Karunungan Building (4 floors)	1,559.34	sq.m.	
	Ground floor/lobby			c
	Training room			b
	Dormitories			c
3.	Executive Guest House	504.00		c
4.	E.O. Tan Building			
	Upper floor incl. terraces, New Property Office, function and dining rooms	879.50	sq.m.	d
	Basement area incl. terraces	879.50	sq.m.	d
	Bahay Kubo		sq.m.	
5.	Motorpool Building	905.00	sq.m.	e
6.	GSS building/ garden/ walk area	114.00	sq.m.	e
7.	Carpentry	32.00	sq.m.	e
8.	Generator house	74.88	sq.m.	e
9.	PSF Center	192.00	sq.m.	f
10.	Old Property Building/ Nursery	160.00	sq.m.	f
11.	Grounds including right and left wing of sports complex Grounds/ landscape maintenance	5.30	hectares	g g
12.	DPITC Building	3,170.00	sq.m.	
	Basement/ Lower ground floor			h
	Ground floor			h
	2 nd floor			h
	3 rd floor			h
	Rooftop (concrete slab)			h
	Grounds			
	TOTAL			24

On the schedule of work of 24 janitors:

Assigned inside the Buildings

A.R. Tanco Building an DPITC Building – 6 janitors each:

- a) 3 janitors: 5am-2pm (12nn-1pm lunchtime). Cleaning of assigned rooms will be done at 5-8 am.

9am-12nn/ 1-2pm: Stand-by near the CRs to always ensure maintenance of CRs and so that staff who needs them know where to find them.

- b) 3 janitors: 12nn – 8pm. Cleaning of assigned rooms will be done at 5-8 pm. This includes collection of garbage from **all trash cans** inside the offices, comfort rooms and outer spaces from the whole building starting at 5pm.
12nn-5pm: Stand-by near the CRs to always ensure maintenance of CRs and so that staff who needs them know where to find them.

Common time of 2 groups: 1–2pm

DPITC Grounds: 1 janitor - 7am-5pm

Around the DPITC bldg., including outside the perimeter fence along the hi-way, the front and backyard parking areas, and the Pagdilao Drive until after the DOST bldg.

BPK Building: 2 janitors - 7am-5pm (11am-1pm lunchtime)

- A. 3rd floor Dormitory Rooms and the hallways/common place to clean rooms and CRs at around 9-11am - when the visitors are not inside the rooms and right after checking-out. To prepare the room before the arrival of the guests.
- B. 1 janitor for WDD Hall, mess hall and CRs: Except if need to clean the dormitory rooms, 7am-5pm cleaning and stand-by near the CRs even if there are no activity in the WDD hall to ensure maintenance of CRs.
- C. 1 janitor for lobby, function room, CRs and hallways: Except if need to clean the dormitory rooms, 7am-5pm cleaning and stand-by near the CRs even if there are no activity in the WDD hall to ensure maintenance of CRs.

Executive Guesthouse: 1 janitor - 7am-5pm (11am-1pm lunchtime)

All (3) bedrooms when the visitors are out and right after check out. To prepare the rooms before the arrival of guests.

Includes cleaning the living room, kitchen, drivers' quarters and outside surroundings including plants. Tends to plants and cleanliness of surroundings outside the guesthouse.

Grounds: 5 janitors: - 7am-5pm (11am-1pm lunchtime)

7-11am Frontyard from Motorpool gate to main gate

1-5pm Backyard including Bamboo house area, parking areas, play court

Every Saturday: trimming of grasses at the helipad and all other areas after watering all the plants.

E.O. Tan Hall and Motorpool area including GSS, Property Stock Rooms, PSF center: 3 janitors - 7am- 5pm

Name and Signature of Authorized Representative