

BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 2016-08

The Career Executive Service Board (CESB) through the BAC herewith informs the **AMENDMENT/S OR CHANGE/S relative to the conduct of PROCUREMENT OF CONTRACT OF JANITORIAL SERVICES (3 PAX) FOR THE PERIOD JANUARY TO DECEMBER 2017:**

REFERENCE	ORIGINAL	REVISED
<p align="center">CONFIDENTIAL STATEMENT FOR ELIGIBILITY</p>	<p>Tab 3 Statement of all its ongoing and completed government and private contracts within the relevant period, where applicable, including contracts awarded but not yet started relevant to design/design and build related contracts, curriculum vitae of key staff, partners or principal officers;</p> <p>(Interested consultants should have completed within three (3) years from the date of submission and receipt of bids, a contract similar to the project.</p>	<p>Tab 3 Statement of all its ongoing and completed government and private contracts within the relevant period, where applicable, including contracts awarded but not yet started relevant to the project;</p> <p>(Interested bidders should have completed within three (3) years from the date of submission and receipt of bids, a contract similar to the project.)</p>
	<p>Tab 4 Statement specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions.</p>	<p align="center">(State N/A if not applicable)</p>

**INCLUSION OF THE PROVISIONS IN THE SCHEDULE OF REQUIREMENTS AND
TECHNICAL SPECIFICATIONS**

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	Total	Delivered, Weeks/Months
1	Utility workers in complete uniform	3	3	From 1 January to 31 December 2017, on an eight-hour duty from 7:00 AM to 4:00 PM, from Monday to Saturday except on regular holidays and special non-working days as may be declared by the President of the Philippines.
2	Cleaning supplies, materials and other paraphernalia	Sufficient quantity for a five storey-building and its premises		From 1 January to 31 December 2017, to be available every second or third week of the month

OTHER REQUIREMENTS

- (a) The Service Provider shall inform and submit to the CESB a periodic general cleaning schedule based on the Janitorial Services/Housekeeping Plan Proposal;
- (b) As a matter of policy and work standard, all areas covered and indicated in this Contract agreement shall be quickly cleaned and sanitized at all times;
- (c) **NO EMPLOYER-EMPLOYEE** relationships between janitors and the CESB;

- (d) The Service Provider shall provide a reliever if the regular janitor is not capable of going to work;
- (e) Office supplies, tools and equipment necessary for the operation, administration and implementation of the contract shall be shouldered by the Service Provider at no other additional cost to the Procuring Entity. The Procuring Entity shall certify acceptance on the Service Provider's delivery of supplies.

DELIVERY ADDRESS

The services shall be delivered to the Career Executive Service Board with the address #3 Marcelino Street, Holy Spirit Drive, Diliman, Quezon City

DELIVERY AND RECEIVING INSTRUCTIONS

Good as specified in this Schedule of Requirement and/or Technical Specifications shall be delivered only to the address herein.

Section VII. Technical Specifications

Item	Specification	Statement of Compliance
#1	The contractor shall be responsible in providing janitorial services for the CESB, twelve (12) months, six (6) days a week. Three (3) janitors will render 8 hours per day	Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a)(ii) and/or GCC Clause 2.1(a)(ii)
#2	Provision for the following: A. Labor Cost <ul style="list-style-type: none"> - Average Pay/Month - Night Differential - 13th Month Pay - 5 days Incentive Pay 	

	<ul style="list-style-type: none"> - Uniform Allowance <p>B. Benefits</p> <ul style="list-style-type: none"> - Retirement Benefit - SSS Premium - Philhealth Contribution - State Insurance Fund- Pag-ibig Fund <p><i>(Please state cost)</i></p>	
#3	<p>Service provider must maintain a satisfactory level of performance throughout the term of the contract based on the following performance criteria:</p> <ul style="list-style-type: none"> - Quality of service delivered - Time management - Management and suitability of personnel - Contract administration and management - Provision of regular progress reports - Attentiveness and presence of mind - Compliance with CESB instructions and policies <p>The foregoing criteria shall be used to assess the quarterly level of performance of the Service Provider and its janitorial personnel as basis for continuity of contract</p>	
#4	<p>Other Technical parameters:</p> <p>1. Stability</p> <ul style="list-style-type: none"> a) Years of Experience: at least five (5) years in the janitorial service b) Liquidity of the Service Provider – Ability to pay at least two (2) months all the salaries and wages of 	

the janitors employed from its own funds, i.e., twice of 1/3 of the ABC based on the NFCC or credit line certificate (CLC)

2. Organizational set-up:

Presence of an organizational chart indicating names of key officials and number of personnel and the reporting and functional relationships among various players within the Service Provider

3. Resources

Complete uniform and ID, and provision for the following paraphernalia/cleaning materials:

- Muriatic acid
- Powder soap
- Trash bag, small
- Trash bag, xlarge
- Toilet bowl cleaner
- Scotch Brite
- Furniture Polish
- Air Freshener
- Deodorizer
- Disinfectant
- Round rags
- Flannel
- Red wax
- Scrubbing pad
- Polishing pad
- Safeguard soap
- Push brush
- Handbrush
- Mophead
- Mophandle
- Steel wool
- Deodorant cake
- Dishwashing liquid
- Broom

- Broomstick
- Dustpan
- Toilet tissue paper
- Liquid Handsoap

(Please state unit cost and total cost of the resources proposed to the project)

Equipment Requirements:

- Floor Polisher (1 unit)
- Vacuum Cleaner (1 unit)

4. **Housekeeping Plan** -Tailored fit for the service requirement of CESB. The Service Provider shall state/enumerate specific methodology to be employed for the execution of Housekeeping Plan.

5. Other Factors

- a) Recruitment and Selection Criteria: relevant training conducted for janitors before deployment, and have satisfactorily passed the Service Provider's/ Contractor's relevant screening and selection tests to determine their fitness to perform said services
- b) Physically and mentally fit
- c) The following documents shall be submitted by the Janitors, including relievers for this purpose:
 - 1) Medical certificate
 - 2) NBI Clearance
 - 3) Police Clearance
 - 4) Barangay Clearance
 - 5) Copy of Diploma of highest educational

	<p>attainment</p> <ul style="list-style-type: none">6) Birth Certificate7) 2 x 2 picture8) Copy of SSS membership card9) Map location of residence10) Tax Identification Number Registration Certificate11) Copy of the drug test result <p>d) Uniform and personal appearance requirements – Janitors shall be provided by the Service Provider with clean uniforms and ID cards, (at the expense of the Service Provider) which should be worn at all times. Non-compliance to this requirements shall be grounds for reduction in the payment equivalent to one (1) day per violation</p> <p>e) The Service Provider shall faithfully comply with all laws, rules and regulations pertaining to the employment of labor including but not limited to the Labor Code of the Philippines as amended, the Social Security System Laws, Employer’s Liability Act, Workmen’s Compensation Act and Phil Health Act. The Supplier agrees to bind itself to save and hold the Procuring Entity free from any and all liabilities arising from the execution</p>	
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	of the Contract Agreement	
#5	Other additional requirement offered	

Clarification/amendments made herein shall be construed as an integral part of the Bidding Documents.

Atty. GISELLE G. DURANA
Chairperson, Bids and Awards Committee
Career Executive Service Board