

SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : Outsourcing of Janitorial Services to DSWD CAR Field Office, Centers and Extension Offices for July to December 2025
ITB NO. : 2025-DSWD-CAR-09
DATE : 17 June 2025

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

Description	From	To
Price Schedule For Goods Offered from Within the Philippines	No Cost Breakdown Form Attached.	Please see attached Cost Breakdown to be filled out as attachment of the Price Schedule for Goods Offered from within the Philippines.
Terms of Reference	With attached Terms of Reference.	Please see attached Revised Terms of Reference.

Please refer to the attached revised forms:

1. Cost Breakdown Form
2. Revised Terms of Reference

Changes indicated in the Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

ENGR. ENRIQUE H. GASCON JR.
 BAC Chairperson

UTILITY/JANITORIAL COST BREAKDOWN			
	UTILITY WORKER	SKILLED WORKER	SUPERVISOR
DAILY WAGE	P 470.00	P 540.00	P 640.00
261 days per year (5 days per week)	MONTHLY		
I. AMOUNT DIRECTLY TO EMPLOYEE			
1. Basic Salary			
2. 5 - days Service Incentive Leave			
3. 13th Month Pay			
4. Uniform Allowance			
5. Overtime Pay			
Total Amount Directly to Employee	P -	P -	P -
II. AMOUNT TO GOVERNMENT IN FAVOR OF EMPLOYEE			
5. SSS / PHILHEALTH / ECC			
Social Security System			
Phil Health			
Employee Compensation			
6. Pag-ibig Contribution			
Total Amount of Government in favor of employee			
III. TOTAL AMOUNT	P -	P -	P -
IV. ADMIN AND CONTRACTOR'S SHARE (20%)	P -	P -	P -
Total Cost (III, IV)	P -	P -	P -
V. VAT (12%)	P -	P -	P -
VI. CONTRACT RATE/HEAD/MONTH	P -	P -	P -
x no. of heads			
VII. CONTRACT RATE/ MONTH	P -	P -	P -
VIII. CONTRACT RATE/ 6 MONTHS	P -	P -	P -
VIII. CONTRACT RATE/ 1 YEAR	P -	P -	P -
TOTAL 1 MONTH	P -	P -	P -
TOTAL 6 MONTHS	P -	P -	P -
TOTAL 1 YEAR	P -	P -	P -
Janitorial Supplies, Tools and Materials			

COMPUTATIONS:

1. AVERAGE MONTHLY PAY = (DAILY WAGE * 261 DAYS) / 12
2. 13TH MONTH PAY = (DAILY WAGE * 261 days / 12) / 12
3. FIVE DAYS INCENTIVES PAY = (DAILY WAGE * 5 DAYS) /12
4. RETIREMENT BENEFITS = (DAILY WAGE 470*22.5/12) = 851.8
5. MONTHLY OVERTIME PAY
RATE PER HOUR = (DAILY WAGE 470/8) = 58.75
REGULAR DAYS (58.75*4*130%) = 305.50
6. SSS (AMOUNT DIRECTLY TO UTILITY(SUB TOTAL-13TH MONTH PAY=10,823.63))
SSS PREMIUM = 1000
SSS MANDATORY PROVIDENT FUND = 80
7. PHILHEALTH = (MONTHLY WAGE * 5%) / 2 (EMPLOYEE & EMPLOYER SHARE)
8. AGENCY FEE = TOTAL AMOUNT TO GUARD AND GOV'T * 20%
9. VALUE ADDED TAX = AGENCY FEE * 12%

Note: For overtime pay:

4 hours (For Utility Workers, Skilled and Utility Supervisor) x 6 months

TERMS OF REFERENCE

GENERAL

This is a contract for services whereby the **AGENCY** shall provide the **DSWD-CAR** with a contractual manpower service.

SPECIFIC

SCOPE OF WORK

The **AGENCY** shall faithfully and efficiently perform all the duties relevant to the contract of services in accordance with the housekeeping checklist listed below which shall include supervising and monitoring the performance of its employee assigned to the **DSWD-CAR**, to wit:

A. DAILY ROUTINE OPERATION

1. Sweeping, mopping, scrubbing, waxing, and polishing of hallways, lobbies, comfort rooms, stairways, surroundings, conference rooms, offices of the Regional Director, Assistant Regional Directors, Division Chiefs and the COA; Therefore, all staff are required to clean their work areas before and after work but mopping of floors and cleaning of windows will still be done by the utility workers (3) times a week (Mondays, Wednesdays and Fridays);
2. Cleaning and sanitizing of all toilets with the use of disinfecting chemicals on the floor, lavatories, urinals, and water closets;
3. Dusting, polishing, cleaning, and/or damp wiping of glass tops, glass doors, glass partitions, glass walls, counters, tables, chair, cabinets, and other furniture and equipment except specific office workstations;
4. Dusting and cleaning of inside windows, window ledges, air vents, stair railing, and other horizontal and vertical surfaces;
5. Sweeping of sidewalks, driveways, ramps, parking areas, and surrounding areas;
6. Sweeping of cobwebs and removing of finger marks and stains on walls and ceilings when necessary, except specific office workstations;
7. Sweeping of lawn/surroundings within the perimeter of the property;
8. Maintenance/watering of plants, including removal of dried leaves and weeds;
9. Reporting of all damages, breakage, vandalism, electrical malfunctions, and other necessary repair works which require attention of the **DSWD-CAR's** management;
10. Removing of spots and stains on floors, walls, cubicles, carpet, and rugs except specific office workstations;
11. Assist in transferring of tables, chairs, cabinets, counters, etc. upon instruction of the **DSWD-CAR's** management;

12. Collection of garbage and waste materials as often as necessary to be disposed of and segregated at designated disposal areas pursuant of RA 9003 entitled "Ecological Solid Waste Management Act of 2000";
13. Frequent spraying of air fresheners in work areas and other designated places;
14. Keeping all corridors, hallways, lobbies, entrances, stairways, and air handling unit free of obstructions;
15. Other services within the building, which may be assigned by the **DSWD-CAR's** management from time to time within the scope of janitorial services.

B. WEEKLY ROUTINE OPERATION

1. Washing of inside windows, partitions and doors, frames and screens;
2. Cleaning and polishing of office furniture and fixtures and counter excluding items or equipment that requires specialized maintenance;
3. Washing, scrubbing, and polishing of all stairways;
4. Washing and sweeping of driveways and ramps;
5. Washing, scrubbing, waxing and polishing of all floors;
6. Application of special sanitizing and waxing solution to hallways, lobbies, and offices;
7. General cleaning and sanitizing of all comfort rooms with the use of special disinfectant;
8. High dusting and removing of cobwebs in rooms, offices and hallways; and
9. Cultivating and watering of plants and trimming of plants.

C. MONTHLY ROUTINE OPERATION

1. Washing and cleaning of all windows and glasses either by hands or with the use of glass wiper;
2. Cleaning of all diffusers, louvers, venetian blinds, roman shades, and other fixtures which need cleaning;
3. High dusting and thorough general cleaning of all areas;
4. Thorough cleaning of comfort rooms with the use of special disinfectant;
5. Attend to scheduled monthly meeting with GSS.

D. MISCELLANEOUS SERVICES

1. To provide extra manpower or extension of authorized tour of duty during special occasions or in case of emergencies or natural calamities necessitating relief operations, and to have a team of trained personnel within the authorized work force to undertake such job;
2. Frequent visit of Operations Officer/Area Head to monitor performance of deployed personnel with complete uniform and other paraphernalia;
3. Assistance in outdoor and indoor beautification of the premises;
4. Quarterly meeting with the procuring entity;

5. Perform satisfactory performance throughout the term of contract;
6. DOLE Department Order 174, series of 2017 and DOLE 18-A shall be strictly observed and shall submit monthly mandatory contributions (SSS, PAG-IBIG, and PhilHealth);
7. Other related and reasonable services that maybe assigned and requested by the **DSWD-CAR** from time to time. The services shall include rendition of overtime services.

E. SERVICES OF SKILLED WORKER

1. Daily assessment, inspection, and repairs for possible damages within the DSWD facilities which need immediate attention;
2. Preparation of request for repair of assessed facilities;
3. To conduct minor repairs such as but not limited to plumbing, electrical damages and basic carpentry works specifically at the toilet and kitchen area;
4. Assist on the daily, weekly, and monthly routine operation of the utility workers;
5. Other services within the building, which may be assigned by the DSWD-CAR's management from time to time within the scope of janitorial services.

F. SERVICES OF UTILITY SUPERVISOR

1. Daily supervision of all facility maintenance personnel assigned at the Field Office, Secretary's Cottage, Training Center, Project Luke, SN Oriental Building, RROS, RHWG, and RSCC;
2. Preparation and submission of reports to supervisor, consolidation and submission of needed report;
3. Assessment of submitted DTR of utility personnel before submission to DSWD;
4. Assist on the daily, weekly, and monthly routine operation of the utility workers;
5. Other services within the building, which may be assigned by the DSWD-CAR's management from time to time within the scope of janitorial services.

DURATION OF THE CONTRACT

The contract duration shall be from **JULY 1, 2025** to **DECEMBER 31, 2025**.

Failure of the AGENCY to perform the services as required herein, to the DSWD-CAR's satisfaction, or any violation of the terms and conditions of this Contract, shall entitle the DSWD-CAR the right to terminate this Contract and forfeit the performance bond in its favor. That the renewal of each contract is dependent on the performance evaluation of the AGENCY. If janitorial services are provided after the expiration of this contract, all provisions of this agreement will remain in effect. The contract may be extended until such time the contract is renewed or terminated.

ASSIGNMENT OF PERSONNEL

1. In the performance of the work mentioned, the **AGENCY** shall provide personnel and shall at all times, maintain the same number of personnel and shall assign them in accordance with the schedules in the **Deployment of Personnel Schedule** as shown in **Annex "A"**;
2. The **AGENCY** shall provide a "reliever" for those who may be absent. Provided, however, that the Deployment of Personnel Schedule maybe changed anytime upon oral or written request by the **DSWD-CAR**. Provided further, that the **AGENCY** obligates itself to increase or decrease the number of assigned personnel upon written request of the **DSWD-CAR**. Whenever the exigency of the services required, in which case, the necessary expenditures for employment of such additional personnel shall be paid by the **DSWD-CAR**;
3. The number of personnel provided should be fully utilized as stated in **Annex "A"**. If the **AGENCY** wishes to voluntarily provide additional manpower, it should not be charged to the **DSWD-CAR**;
4. The **AGENCY** shall assign qualified, well-trained, and experienced personnel to undertake the services as herein provided and the **AGENCY** shall be responsible for the selection of the employees to be assigned by them subject to concurrence or approval of the **DSWD-CAR**. The **AGENCY** shall submit a pre-employment report to the **DSWD-CAR** before deployment of personnel to their areas;
5. All the **AGENCY's** personnel to be assigned to the **DSWD-CAR** must be physically and mentally fit, of good moral character, honest, reliable, courteous, and professionally trained and has undergone recruitment process. The **DSWD-CAR** however, reserves the right to demand the immediate replacement of any personnel assigned by the **AGENCY** to the job. In cases of dismissal, transfer or suspension of any personnel, the **AGENCY** shall inform in writing the **DSWD-CAR's Administrative Division**, and the reason for such disciplinary action prior to its implementation;
6. Should the **DSWD-CAR** find any of the **AGENCY's** assigned personnel undesirable or with unsatisfactory performance, the **AGENCY** shall, upon written request, immediately replace the personnel concerned with one acceptable to the **DSWD-CAR**. Moreover, should any of said personnel perform any act in which may be prejudicial to the interest of the **DSWD-CAR** or should any of the said employees be found to be incompetent or negligent in the performance of his/her functions, the **AGENCY** shall immediately replace him/her at its own instances or at the request of the **DSWD-CAR**;

The undue refusal of the **AGENCY** to discharge the employee/s concerned shall give the **DSWD-CAR** the right either to bar outright said employee from rendering further services or to terminate this Contract;

7. The **AGENCY** shall at all times enforce strict discipline and good order among its personnel under this Contract. The **AGENCY's** personnel shall be allowed access to the premises of the

DSWD-CAR only during their respective scheduled working hours as approved by the **DSWD-CAR** and shall be confined to their respective assigned areas of work. Whenever, it is deemed necessary, the **DSWD-CAR** duly authorized personnel may subject the **AGENCY's** personnel to routinary search, even while the latter are on duty and/or before they leave the **DSWD-CAR's** premises;

8. The **AGENCY** shall provide for its own account proper uniforms (scrub suit) to its personnel assigned in the **DSWD-CAR**, complete with identification cards which shall be worn during work hours and at all times that these personnel are within the **DSWD-CAR's** premises. The **AGENCY's** personnel shall at all times be in proper and clean uniform provided by the **AGENCY**;
9. The **AGENCY** and its personnel shall at all times comply with all the safety and security regulations of the **DSWD-CAR**.

SUPPLIES, MATERIALS, TOOLS, AND EQUIPMENT REQUIRED

1. The provision of supplies/materials and equipment shall be delivered by the **AGENCY** to the **DSWD-CAR**;
2. The maintenance, repair, and replacement of tools and equipment necessary and incidental to the performance of its obligations shall be for the account of the **AGENCY**.
3. Delivery of the required supplies and materials to be used for the succeeding month must be done not later than five (5) working days before the end of the current for inspection by the **DSWD-CAR's General Services Section (GSS)**.

ADDITIONAL REQUIREMENT:

The bidder shall submit the following, within fifteen (15) calendar days upon issuance of the Notice to Proceed, valid upon submission:

1. Photo of janitorial uniform or work wear;
2. Janitorial personnel's resume;
3. Medical certificate / clearance, issued during the current year of contract;
4. Drug test result, issued within six (6) months prior to deployment;
5. Police and NBI clearances, valid prior to deployment.

CONSIDERATION

1. For and in consideration of the service/s rendered, the **DSWD-CAR** hereby agrees to pay the **AGENCY** the amount of **Two Million Five Hundred Ninety-One Thousand Four Hundred Forty-Two Pesos and Twelve Centavos (Php 2,591,442.12)** for the period of **July to December 2025** for services rendered of 18 utility workers, 1 Supervisor and 1 Skilled Worker including supplies/materials. However, the rate is adjusted accordingly in case of future

government mandated wage increase and other charges upon written request by the **AGENCY** and approval by the **DSWD-CAR**.

However, tardiness, under time, half-days and absences incurred by the employees assigned to the **DSWD-CAR** shall be deducted accordingly from the monthly billing of the **AGENCY**. **Janitorial supplies**, the breakdown of which is shown in **Annex "B"** hereof and forming part of the contract, shall also be deducted from the said billing if not delivered to the **DSWD-CAR**.

2. In case of emergency calls or monthly overtime for general cleaning in all offices, the 4 hours rendered by the utility workers, skilled personnel, and supervisor shall be paid by the **AGENCY**. However, any time in excess of the 4 hours shall be paid by the **DSWD-CAR**, as applicable, in accordance with existing labor rules and regulations of the Republic of the Philippines and based on the approved billing rates. Provided, that the services covered herein are duly approved by the **General Services Section Head** of the **DSWD-CAR**.

MANNER OF PAYMENT/BILLING

1. The **DSWD-CAR** shall pay the **AGENCY** the consideration equivalent to actual services rendered within fifteen (15) days from receipt of the bill/statement of account.
2. The **AGENCY** shall be solely responsible for the payment of the employee's monthly wages, which shall be paid every 15th and 30th day of the month.
3. In billing the **DSWD-CAR**, it is agreed that **AGENCY** shall submit to the **DSWD-CAR** together with each monthly invoice;
 - a. A sworn statement showing that the actual services have been rendered by its personnel for the period claimed, together with necessary time sheets of its personnel and other papers in support for the **AGENCY's** claim for payment of services rendered as may be required by accounting and auditing rules and regulations.
 - b. A sworn certification duly executed by its General Manager or authorized officers stating that wages, salaries, and other remuneration due to all personnel assigned to the **DSWD-CAR** have already been paid. For this purpose, remuneration includes SSS, PAG-IBIG contributions and PhilHealth State Insurance; **or**
 - c. A copy of Official Receipt representing payment for the month preceding the billing month for premium payments of SSS, PAG-IBIG, and PhilHealth.

TERMINATION OF CONTRACT

1. This contract may be terminated due to violation of either party to any of the foregoing terms and conditions. The party desiring termination of this Contract shall give at least fifteen (15) days prior written notice to the other party. Termination shall be effective immediately thereafter and after the parties shall have agreed on the settlement of any of its obligations.

The termination is without prejudice to the liability of either party for damages under this contract. The failure on the part of either party to enforce any of the provisions of this Contract shall not be considered as a waiver of its rights.

2. The performance of the **AGENCY** shall be evaluated quarterly and if found to be unsatisfactory, this Contract shall be terminated by the **DSWD-CAR** after thirty (30) days written notice.
3. The **DSWD-CAR** shall have the right to unilaterally rescind this Contract for any violation of the terms and conditions thereof, false statement, misrepresentation on pre-qualification submission requirements after thirty (30) days written notice.

MISCELLANEOUS PROVISIONS

1. It is expressly understood and agreed that the employees assigned by the **AGENCY** to the **DSWD-CAR** are, for all legal intents and purposes, the employees of the **AGENCY** and not of the **DSWD-CAR**, hence the **DSWD-CAR** does not maintain any employer-employee relationship with said personnel of the **AGENCY**. However, **AGENCY** employees assigned to the **DSWD-CAR** shall be subjected to the latter's existing office rules, regulations, and decorum.

Accordingly, the **AGENCY** binds itself to save and hold harmless the **DSWD-CAR** or any of its officials and employees and/or agents from any responsibility for any personal injury or damage, including death, sustained by the **AGENCY** personnel or caused by any of the personnel during the lawful performance of their duties or stay within the premises of the **DSWD-CAR**. The **AGENCY** shall at all times stand fully and solely liable for the enforcement of and/or decrees and those that may be enacted thereafter. The **AGENCY** shall comply with all rules and regulations pertaining to SSS and PAG-IBIG (RA 7742) membership of their personnel assigned with the **DSWD-CAR** under this Contract.

2. The **AGENCY** shall be liable for all the loses and damages which may be caused through the fault or negligence of the personnel assigned to the **DSWD-CAR**, on the property and facilities of the **DSWD-CAR**, provided that the **DSWD-CAR** shall bring to the attention of the **AGENCY** such damages or losses within five (5) days from recovery by the **DSWD-CAR** of such losses or damages.
3. Any stoppage of work caused by the employees of the **AGENCY** for any reason whatsoever except due to fortuitous event or beyond human control shall be the responsibility of the **AGENCY** and it shall be liable for any damage that may be caused to the **DSWD-CAR** by such work stoppage.
4. The **DSWD-CAR** shall conduct a semester Performance-Base Evaluation to monitor the performance of the personnel deployed by the **AGENCY** within the premises of the **DSWD-CAR**'s building, staff houses and warehouses and decide not only on any and all questions

which may arise as to the quality and acceptability of the services rendered, but also on the capability competence and readiness of the personnel to perform their duties. The **AGENCY** shall maintain a satisfactory level of performance throughout the terms of the contract based on the following criteria: 1] quality performance delivered; 2] time management; 3] management and suitability of personnel; 4] contract administration and management; and 5] provision of regular progress reports.

5. The **AGENCY** shall not assign or subcontract the services by any position thereof covered by the Contract without the written approval of the **DSWD-CAR**.
6. The **AGENCY** shall not, during the term of this Contract disclose to any third party any information to the state of affairs or business of the **DSWD-CAR** which has come to the knowledge of the **AGENCY** by reason of this Contract;
7. It is understood that failure/delay of the **DSWD-CAR** to demand strict compliance with any and all of the terms of the Contract shall not be considered as waiver of the enforcement of its right in connection therewith.
8. The **AGENCY** agrees and obligates to finally and unconditionally abide by the decision of the **DSWD-CAR** on the interpretation or construction of any term, condition or stipulation contained in this contract, including its implementation.
9. The **AGENCY** warrants that it shall pay taxes in full and on time and that failure to do so will entitle the **DSWD-CAR** to suspend the payment for the services rendered. The **AGENCY** shall regularly present, within the duration of the contract, a tax clearance from the Bureau of Internal Revenues as well as copy of its Income and Business tax returns duly stamped and received by the Bureau of Internal and duly validated with the tax payment made thereon.
10. The **AGENCY** warrants that none of its official or representative has given or promised to give any money or gift to any official or employee of the **DSWD-CAR**, to influence the decision regarding the awarding of this Contract, nor did it exert or utilize and unlawful influence to solicit or to secure this Contract through an agreement to pay a commission brokerage or contingent fees from the contract price. Should the **AGENCY** and/or any of its authorized representatives, break this warranty, it shall be held civilly and/or criminally liable under the Anti-Graft Law or other applicable laws.

ANNEX A

DEPLOYMENT AND AREA OF ASSIGNMENT OF PERSONNEL

AREAS TO BE CLEANED	NO. OF PERSONNEL
Field Office - New Building and Old Building (Whole Area) - 40 North Drive, Baguio City 2600	5 Utility Workers
CIS/DRMD/KALAH/SLP Office - SN Oriental Bldg., Leonardwood Road, Cabinet Hill-Teacher's Camp, Baguio City	4 Utility Worker
Regional Resource Operation Schedule - Wangal, La Trinidad, Benguet	1 Utility Worker
Regional Haven for Women and Girls - 40 North Drive, Baguio City 2600	1 Utility Worker
Reception and Study Center for Children - MB007, RSCC Bldg, Pugu, La Trinidad	4 Utility Worker
Secretary's Cottage, Training Center, and Project Luke - Engineer's Hill, Baguio City 2600	3 Utility Worker
Field Office/KALAH/Office/DRMD Office/RROS/RHWG/RSCC/Secretary's Cottage/Project Luke and Training Center - (Whole Area)	1 Utility Supervisor
	1 Skilled Worker

ANNEX B

JANITORIAL SUPPLIES AND EQUIPMENT

A. SUPPLIES

To be delivered **every 5th day of the month** and will be subjected to inspection by the General Services Section, Administrative Division and Property and Supply Section for inventory recording.

ITEM	QUANTITY	UNIT
Dishwashing Liquid at least 1 Liter per pack	60	Pack
Toilet bowl cleaner at least 500ml per pack	70	Pack
Bleach at least 1 Liter per pack	40	Pack
Air Freshener at least 320ml per bottle	20	Bottle
Garbage Bag (XL) 100pcs per pack	25	Pack
Garbage bag (S) 100pcs per pack	5	Pack
Fabric Conditioner at least 1 Liter per pack	60	Pack
Liquid Hand Soap at least 750ml per bottle	50	Bottle
Sponge with foam	60	Pieces
Furniture Polisher at least 330ml per pack	10	Pack
Detergent Powder at least 1 kg per pack	90	Pack
Foot Rug (Oval/Oblong), cloth	60	Pieces
Hand Towel, Cotton	10	Pieces
Kitchen Rubber Gloves	80	Pairs
Microfiber Cloth	100	Pieces

To be delivered **every 10th day after every quarter** and will be subjected to inspection by the General Services Section, Administrative Division and Property and Supply Section for inventory recording.

ITEM	QUANTITY	UNIT
Soft Broom	40	Pieces
Spray Bottle	40	Pieces
Toilet Bowl Brush	40	Pieces
Stick Broom	20	Pieces
Mop Head w/ plastic handle	60	Pieces

B. TOOLS AND EQUIPMENT

To be delivered within ten (10) calendar days upon deployment of janitorial personnel to DSWD-CAR and must be replaced when not functional.

ITEM	QUANTITY	UNIT
Squeeze Mop	20	Pieces
Vacuum Cleaner, HD	1	Unit
Spin Dryer, 10kg	1	Unit
Dust Pan, Plastic	20	Pieces
Pail, at least 4 gal. capacity	20	Pieces
Dipper Plastic	20	Pieces

***Equipment and other supplies to be used by the janitors will be provided by the agency free of charge (Equipment will still be the property of the bidder after the contract).*

NAME AND SIGNATURE OF BIDDER

DATE : _____