



**BIDS AND AWARDS COMMITTEE**  
**Bid Bulletin/Supplemental No. 1**

Rebidding of the Procurement of Janitorial and Human Resource Services  
 of the Philippine State College of Aeronautics for the Period of June to December 2023

**Reference No. PB2023-GS - 7**

This Supplemental Bid Bulletin No. 1 dated May 15, 2023 is being issued to clarify, modify or amend items in the Bidding Documents.

The following items in the Bidding Documents for the Rebidding of the Procurement of Janitorial and Human Resource Services of the Philippine State College of Aeronautics (All Campuses) for the Period of June to December 2023 as discussed and agreed during the pre-bid conference held last May 8, 2023 are hereby revised/amended:

1. Invitation to Bid

From...	To...
2. The <b>Philippine State College of Aeronautics</b> now invites bids for the above Procurement Project. Delivery of the Goods is required on a monthly basis for a period of <del>one (1) year</del> starting June 1, 2023 to December 31, 2023. Bidders should have completed, within <b>two (2) years</b> from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).	2. The <b>Philippine State College of Aeronautics</b> now invites bids for the above Procurement Project. Delivery of the Goods is required on a monthly basis for a period of <b>seven (7) months</b> starting June 1, 2023 to December 31, 2023. Bidders should have completed, within <b>two (2) years</b> from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
7. Bids must be duly received by the BAC Secretariat through <u>manual submission</u> at the office address indicated below on or before <b>8:50 AM on <del>May 18, 2023</del></b> . Online or electronic submission of bids is not permitted. Late bids shall not be accepted.	7. Bids must be duly received by the BAC Secretariat through <u>manual submission</u> at the office address indicated below on or before <b>8:50 AM on <del>May 18, 2023</del> May 22, 2023</b> . Online or electronic submission of bids is not permitted. Late bids shall not be accepted.
9. Bid opening shall be on <del>May 18, 2023</del> at <b>9:00 AM</b> at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.	9. Bid opening shall be on <b>May 22, 2023</b> at <b>9:00 AM</b> at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

2. Section VII. Technical Specifications

From...	To...												
4. Must be based in or around Metro Manila.	4. Must be based in or around Metro Manila, or nearby areas.												
18. The contract shall cover the Janitorial Services for the academics and administrative areas including classrooms, comfort rooms, grounds and surroundings of the Philippine State College of Aeronautics – Villamor campus as identified below:	18. The contract shall cover the Janitorial Services for the academics and administrative areas including classrooms, comfort rooms, grounds and surroundings of the Philippine State College of Aeronautics – Villamor campus as identified below:												
<table border="1"> <thead> <tr> <th>AREA</th> <th>1<sup>st</sup> shift</th> <th>2<sup>nd</sup> shift</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	AREA	1 <sup>st</sup> shift	2 <sup>nd</sup> shift				<table border="1"> <thead> <tr> <th>AREA</th> <th>1<sup>st</sup> shift</th> <th>2<sup>nd</sup> shift</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	AREA	1 <sup>st</sup> shift	2 <sup>nd</sup> shift			
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GROUND AREA			GROUND AREA		
Founder's Plaza; Parking Areas; Infront of Gate 2 (along South Super Hi-way)	1		Founder's Plaza; Parking Areas; Infront of Gate 2 (along South Super Hi-way)	1	
Activity Areas (Covered Court and its surroundings including the CR in the area)	1	1	Activity Areas (Covered Court and its surroundings including the CR in the area)	1	1
Guestel Area, Motorpool and MRF area	1	1	Guestel Area, Motorpool and MRF area	1	1
<b>BUILDING A</b> (including offices, faculty rooms and CR and in the corresponding floor level)			<b>BUILDING A</b> (including offices, faculty rooms and CR and in the corresponding floor level)		
1 <sup>ST</sup> Floor	1	1	1 <sup>ST</sup> Floor	1	1
2 <sup>nd</sup> Floor	1	1	2 <sup>nd</sup> Floor	1	1
3 <sup>rd</sup> Floor	1	1	3 <sup>rd</sup> Floor	1	1
4 <sup>th</sup> Floor	1	1	4 <sup>th</sup> Floor	1	1
<b>BUILDING B</b> (including offices, faculty rooms and CR in the corresponding floor level)			<b>BUILDING B</b> (including offices, faculty rooms and CR in the corresponding floor level)		
1 <sup>ST</sup> Floor	1	1	1 <sup>ST</sup> Floor	1	1
2 <sup>nd</sup> Floor	1	1	2 <sup>nd</sup> Floor	1	1
3 <sup>rd</sup> Floor	1	1	3 <sup>rd</sup> Floor	1	1
4 <sup>th</sup> Floor	1	1	4 <sup>th</sup> Floor	1	1
Hangar, Flying School, AMT Laboratories, New Laboratory Building	1	1	Hangar, Flying School, AMT Laboratories,	1	1
			<b>New Laboratory Building</b>	<b>1</b>	<b>1</b>
<b>Supervisor</b>		1	<b>Supervisor</b>		1
<b>GRAND TOTAL</b>		26	<b>GRAND TOTAL</b>		26
20. The working period shall be <del>six (6)</del> in a week as follows: 5am – 2pm			20. The working period shall be <b>5days</b> in a week as follows: 5am – 2pm		
Mon to Fri	6:00 am – 3:00 pm	1 <sup>st</sup> Shift	Mon to Fri	6:00 am – 3:00 pm	1 <sup>st</sup> Shift
	12:00nn – 9:00 pm	2 <sup>nd</sup> Shift		12:00nn – 9:00 pm	2 <sup>nd</sup> Shift
Saturdays	7:00 am – 4:00 pm	Those who are in the 1 <sup>st</sup> shift schedule	Saturdays	7:00 am – 4:00 pm	Those who are in the 1 <sup>st</sup> shift schedule
Sundays	7:00 am – 4:00 pm	Those who are in the 2 <sup>nd</sup> shift schedule	Sundays	7:00 am – 4:00 pm	Those who are in the 2 <sup>nd</sup> shift schedule

7. Discussions during the pre-bid conference/additional information/reminders to the bidders:

- a. The BAC secretariat read the Terms of Reference and the items listed in the checklist and other requirements that must be submitted by the bidders. He also informed the bidders that duplicate copies must be properly signed (wet signature) by the authorized representatives. Supporting documents must be present to verify the compliance with the requirements mentioned in the TOR.





- b. All bidders are instructed to follow DOLE D.O. No. 174, series of 2017 that **the standard administrative fee should not be less than ten percent (10%) of the total contract cost.**
- c. The table which was provided by the end-user shows the schedule of cleaning supplies and consumables, cleaning tools and equipment, manpower tools and equipment to be delivered by the winning supplier for the contract duration of June – December 2023:

**CLEANING SUPPLIES, TOOLS AND EQUIPMENT**

**ANNEX A**

**TOOLS AND EQUIPMENT**

EQUIPMENT	QUANTITY
Heavy Duty Floor Polishers 16" Or 18" With Accessories	5
Wet And Dry Vacuum	2
Mop Squeezer with Bucket	9
Caution sign with Accessories	9
Aluminum Ladder 8ft	2
Garden Hose 5/8"x50	2
Welding Machine	1

*\*not made in china*

TOOLS	DESCRIPTION	QUANTITY
Toilet Bowl Pump	Standard Size	64
Toilet Bowl Brush		100
Steel Brush	Standard Size	64
Soft Broom	Standard Size	64
Mop Head	Nylon thread	50
Dustpan	Plastic Standard Size	64
Cobwebber		64
Scrub Brush		64
Push Brush	Standard Size	64
Spray Bottle	500 ml	100
Pump Bottle Dispencer	500 ml	100
Pail	10 liters	50
Floor Squeegee 22"	Heavy Duty Metal	20
Spatula	Metal with rubber handle	56
Nylon Feather Duster	Standard Size	56
Washable working gloves cotton		112
Hand Gloves	rubber gloves	112
Trash Bin	king size 132 ltr color: 2 yellow, 18 green, 18 blue, 18 red	56
Trash Bin	medium size 75 ltr (color: yellow)	50
Trash Bin	small size 28 ltr	175



**ANNEX B**

**CONSUMABLES**

CONSUMABLES	DESCRIPTION	QUANTITY
Sponge	Combination of Scrubbing Pad And Foam – Regular Size	200 pcs
Round Cloth Rags	Regular Size	400 kg
Flannel Rags	Rectangular 12"x18"	100 pcs
All purpose cleaner		400 gallons
Chlorine powder		100 kg
Detergent powder soap		400 kg
Bar soap		200 pcs
Bleaching solution/disinfectant		300 gallons
Furniture Polish	Elongated Shape canister 330 ml Shine Furniture Cabinets, counter tops, vinyl and leather	200 canisters
Fabric conditioner		10 gallons
Insect Repellent	300ml multi-insect killer	150 canisters
Complete Wax	Long-Lasting Durable Liquid Floor Finish F2dz Net Content: 5L SKU: 5161831 color: white/red	300 gals – w/Net Content 5L
Garbage Bag	Small	3000 pcs
Garbage Bag	XXXL	6,000 pcs
Garbage Bag	Medium	1000 pcs.
Toilet bowl cleaner		50 gallons
Liquid Handsoap		100 gals
Carpet shampoo		5 gallons
Glass cleaner		4 gallons
Deodorant cake	50g-99% paradichlorobenzene	2000 pcs
Hand pad	Green scrubbing pad rectangular shape	200 pcs
Polishing pad	Green 16" diameter round	50 pcs
Lysol	340 grams	1,000 canisters
Airfreshner	275 grams	1,000 canisters
Doormat	Rectangular Shape, Plastic Wall Mounted, size 8" x 20"	300 pcs
Alcohol	70% solution	75 gallons
Toilet Tissue paper	White color, unscented, 2 ply	3000 rolls

**ANNEX C**

**MANPOWER TOOLS AND EQUIPMENT**

DESCRIPTION	QUANTITY
High Pressure Portable Washer	1
Compressor	1
Tester	2
Tools and Equipment for Aircon Technician	1 set
Tape Measure	1
Hammer	1
Wood Plane	1





Hand Saw	1
Screw Driver (Flat)	1
Philip Screw Driver	1
Standard Pliers	1
Long nose Pliers	1
Cutter Pliers	1
Paint Tray	2
Paint scrapper 3"	2
Paint Brush 1"	2
Paint Brush 2"	2
Paint Brush 3"	2
Paint Brush 4"	2
1 set-socket wrenches 3/8" drive	1
1 set-socket wrenches 1/2" drive	1
1 set-box wrenches 8mm to 32mm	1
1 set-combination wrenches 8mm to 32mm	1
1pc. Sliding T-handle 3/4" drive	1
1pc. Vise Grip (big)	1

\*not made in china

- d. There was inquiry from the bidder if there is a separate rate to be used for skilled worker other than the janitorial personnel. The BAC Vice-Chair conformed that salary rate for the skilled personnel must be higher than the janitorial personnel. She also added that the rate will be included in the issuance of the Bid Bulletin.

**Bidders are hereby informed that the minimum rate to be used for the salary computation for the skilled personnel is PhP 720.00 per day.**

- e. The bidder inquired if they are required to attach supporting documents (such as NOA, Contract, NTP) for their statement of all on-going and complete contracts. The BAC did not require the bidders to attach the supporting documents but they made it very clear that these documents will be verified and must be present during the post-qualification visit/activity. The BAC also added that supporting documents (such as contract agreement, NOA, NTP, certificate of performance satisfaction issued by the company, etc.) must be submitted for the SLCC during the bid opening.
- f. The bidder requested if they can only submit their PhilGEPS Registration Certificate and not the other documents under the Legal Documents (Class "A" Documents). The BAC Chair explained that since these documents are already available, it is good to submit them during the opening of bids.
- g. It was also discussed that for PhilHealth contributions, the bidders are instructed to follow/use the 2022 rate (4%). For SSS and PAGIBIG contribution, the bidders are instructed to use the 2023 rate.
- h. Bidders are requested to bring their *flash drive* during the bid submission, this request will be used for presentation purposes.
- i. Bidders are reminded that updated clearances or proof of remittances for SSS, PAGIBIG and PhilHealth is for the period of January 2023 to April 2023.
- j. There was a discussion made with regards to the renting of room (in the Guestel) intended for the use of the bidder's personnel. Also, the bidders are reminded that the winning bidder will hire the existing janitors and skilled personnel provided they meet the criteria and requirements for employment of the bidder.



Republic of the Philippines  
Philippine State College of Aeronautics  
Piccio Garden, Villamor, Pasay City

This Supplemental Bid Bulletin No. 1 shall form part of the Bid Documents. Any provision in the Bid Documents inconsistent herewith is hereby amended, modified, and superseded accordingly.

For the information and guidance of all concerned.

Issued this 15<sup>th</sup> day of May, 2023 in the City of Pasay.

**(Sgd.)MR. DARBY P. ESPERANZATE**  
**Chairman, Bids & Awards Committee**