



Republic of the Philippines  
Department of Health  
**METRO MANILA CENTER FOR HEALTH DEVELOPMENT**

**SUPPLEMENTAL/ BID BULLETIN NO. 1**

**IB NO. 2024-045**  
**Procurement of Janitorial Services (SHORT OF AWARD)**

This Supplemental/Bid Bulletin No. 1 is being issued to revise provisions/specifications in the Bidding Documents for a fore cited project:

<b>Revision and clarification to provisions/specifications in the Bidding Documents:</b>	
DOLE 150-16, minimum of 10% Rate (Agency/Admin Fee)	
<b>ORIGINAL TECHNICAL SPECIFICATIONS</b>	<b>AMENDED</b>
<b>List of Equipment:</b> 3 units Floor Polisher 3 units Vacuum Cleaner 12 pcs Warning Signs 6 units Push Cart / Utility Cart (Big) 3 units Utility Ladder 3 units Grass Cutter H-Frame Scaffolding with catwalk or platform 4 sets with joint pin and 8 rubber wheels	<b>List of Equipment: New Equipment (immediate replacement of equipment)</b> 3 units Floor Polisher 3 units Vacuum Cleaner 12 pcs Warning Signs 6 units Push Cart / Utility Cart (Big) 3 units Utility Ladder 3 units Grass Cutter H-Frame Scaffolding with catwalk or platform 4 sets with joint pin and 8 rubber wheels
3 gal. Toilet Bowl Cleaner – Monthly	6 gal. Toilet Bowl Cleaner – Monthly

Bidders are advised to use the following attached forms and submit together with all required documents for the submission of bids on December 18, 2023, 9:00 AM

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 Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 12<sup>th</sup> day of December, 2023 in MMCHD.

SGD.  
**PRETCHELL P. TOLENTINO, MD, MCHM**  
Director III / BAC Chairperson

**Section VII. Technical Specifications**

Republic of the Philippines Department of Health Metro Manila Center for Health Development  <b>TECHNICAL SPECIFICATIONS</b>			
Item No. 1	Janitorial Services	Qty./Unit	
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
<b>ABC: P 6,540,552.00</b>			
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
<p><b>Technical Specifications</b></p> <p>PBC Bldg. Ground Floor to Fifth Floor and Grounds (20 x P 27,252.30 x 12)</p> <p><b>List of Equipment: New Equipment (immediate replacement of equipment)</b></p> <p>3 units Floor Polisher</p> <p>3 units Vacuum Cleaner</p> <p>12 pcs Warning Signs</p> <p>6 units Push Cart / Utility Cart (Big)</p> <p>3 units Utility Ladder</p> <p>3 units Grass Cutter</p> <p>H-Frame Scaffolding with catwalk or platform 4 sets with joint pin and 8 rubber wheels</p> <p><b>List of Janitorial Supplies</b></p> <p>3 pcs Mop Squeezer – Annually</p> <p>3 pcs Glass Squeeze – Annually</p> <p>12 pcs Bowl Brush – Annually</p> <p>15 pcs Dust Pan (plastic) – Annually</p> <p>15 pcs Plastic Pail – Annually</p> <p>12 pcs Polisher Brush (cabo) – Annually</p> <p>6 pcs Spay Gun – Annually</p>			

6 pcs Hand Brush – Annually  
 5 pcs Hand Pad – Annually  
 6 pcs Fabric Conditioner (Downy) – Annually  
 12 kgs Detergent Powder – Monthly  
 12 pcs Mop Head- Monthly  
 6 gal. Sodium Hypochloride – Monthly  
 3 gal. Alcohol 70% - Monthly  
 5 pcs Mop (regular) – Monthly  
 2 gal. Wax Tripper – Quarterly  
 5 gal. All Purpose Cleaner – Quarterly (CR)  
 36 pcs Deodorant cake – Monthly  
 4 pack Garbage / trash bag (Black) – XXL 100/pack (Monthly)  
 2 pack Garbage / trash bag (Green) – XXL 100/pack (Monthly)  
 4 pack Garbage / trash bag (Yellow) – XXL 100/pack (Monthly)  
 4 pack Garbage / trash bag (Black) – Small 100/pack (Monthly)  
 2 pack Garbage / trash bag (Yellow) – Small 100/pack (Monthly)  
 6 gal. Toilet Bowl Cleaner – Monthly  
 2 bundle Round Rags for furnitures/fixtures – Monthly  
 1 doz Foot Rugs – Monthly  
 2 doz Hand gloves – latex (for CR) – Quarterly  
 3 doz Hand Gloves – cloth (for gardening) – Quarterly  
 6 pcs Ceiling Broom – Semi Annually  
 4 pcs Polisher pad 16” – Semi Annually  
 5 pcs Franela – Semi Annually  
 2 pcs Scrubbing pad 16” – Semi Annually  
 12 pcs Soft Broom – Monthly  
 12 pcs Broom Stick (walis tingting) – Monthly  
 12 pcs Air Freshener – Quarterly  
 12 bottle Furniture Polisher (Splenda) – Quarterly  
 12 gal. Liquid Soap - Monthly

**REQUIREMENTS FOR THE IMPLEMENTATION OF CONTRACT**

**Stability**

a. Years of experience - At least 5 years in the janitorial business.

b. Liquidity of Contractor - With at least Net Working Capital of Five Million Pesos (P1,000,000.00) (Current assets minus current liabilities based on the Service Provider's statement of financial position as of December 31, 2022)

c. Organizational Set-up – with good and efficient office set-up, personnel, office tools and equipment. The agency must submit a company profile, confirming the foregoing requirements including an organizational chart

**Minimum Qualifications for Individual Janitorial Services**

A. Of good moral character and without criminal or police records and must present Biodata. Barangay, Police & NBI Clearance;

B. Physically and mentally fit: as evidenced by a medical certificate (including drug test, neuropsychological test, Hepa B, and Covid-19 Vaccination Record or Negative Result of Covid-19 RTPCR test every 2 weeks)

C. Duly trained and skilled to function as the assigned personnel; and

D. At least One (1) personnel should have a background in landscaping

**III. Additional Requirements in Technical Specifications, arranged, numbered, and tabbed as enumerated below:**

1. Sworn Statement using the prescribed form;
2. DOLE General Labor Standard Complaint **Certificate or Report**;
3. Certificate of no pending cases in DOLE and NLRC;
4. DOLE 150-16, minimum of 10% Rate (Agency/Admin Fee)

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Signature over Printed Name

[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

(Name of Company)

[Complete office address]

[Contact No.]

[Fax No.]

[Email Address]

**TERMS OF REFERENCE**  
**PROVISION OF JANITORIAL SERVICES FOR**  
**Philippine Blood Center**

**1. Responsibilities of Janitorial Agency**

**1.A.) The following shall be provided by the contractor:**

**Description:**

**Twenty Janitors (20 JANITORS)**

- Physically and mentally fit
- At least high school graduate
- Honest and reliable
- Professionally-trained
- Must have relevant experience for the past two (2) years
- There should be one (1) utility supervisor assigned to monitor the performance of functions regularly.

### **1.B) Inclusion:**

- Provision for janitorial cleaning supplies including, but not limited to, disinfectant and sanitizer for DOH-MMCHD, located at Block 6, Barangay Road, Welfareville Compound, Barangay Addition Hills, Mandaluyong City.
- The updated COVID-19 Rapid Antigen Test, Chest X-ray and Drug Test result for janitors should be made available and submitted to DOH-MMCHD.

## **2.) Janitorial Routine Activities**

### **2.A) Daily Routine Activities:**

- a) Sweeping and mopping the office flooring, conference room, amphitheater, lobby, and hallway;
- b) Dusting of furniture and office equipment including, office tables and chairs, cabinets, computers, and others;
- c) Wiping of glass doors and panel panes;
- d) Collecting and disposing of trash and washing of trash cans after each disposal;
- e) Clean comfort rooms, including sweeping and mopping of comfort room flooring, wiping of mirrors and walls, scrubbing and disinfecting the lavatories, urinals, and toilet bowls, and ensuring the availability of toiletries such as one (1) bottle of liquid hand soap every morning and one (1) piece of deodorizer inside each rest room;
- f) One (1) janitor is assigned as sprayman to conduct daily disinfection through spraying various surfaces in the MMCHD offices, amphitheater, conference room, comfort rooms, hallways, and grounds, followed by UV light disinfection in all areas mentioned except hallways and grounds every 4:00 PM to 12:00 AM.
- g) Collect hazardous waste materials every Friday at 4:00 PM, place the trash in a yellow plastic garbage bag, and store it properly inside the hazardous waste disposal facility located near the motor pool, awaiting its scheduled final disposal;
- h) Watering plants in their respective areas of assignment; and
- i) Perform other tasks as maybe needed in the operations of the agency.

### **2.B) Saturday Cleaning Activities:**

- a) General cleaning of all office spaces;
- b) Washing, stripping, scrubbing of carpets, spray buffing, and polishing of office and hallway floorings;
- c) Dusting of windows, partitions, and venetian blinds;
- d) Spraying of insecticides;
- e) Washing of doormats;
- f) General cleaning of comfort rooms: washing down walls, floors, and mirrors; scrubbing and disinfecting lavatories, urinals, and toilet bowls; and sanitizing the comfort room after the cleaning; and
- g) Trimming of trees, grass cutting, and cultivating the plants, especially in the garden for staff assigned to the grounds and the sprayman.

### **2.C) Monthly Project Operations:**

- a) Sweeping of cobwebs on walls, ceilings, and lighting fixtures;
- b) Cleaning of electric fans;
- c) Maintaining and submitting an inventory list of cleaning supplies every 25th day of the month;
- d) Dusting of light fixtures suspended from the ceiling;
- e) Reporting of any damage and/or repairs, maintenance, or replacement needed, such as busted bulbs, plumbing concerns, etc., as need arises; and
- f) Preparing a monthly report on the accomplishments of the above activities.

## **3.) Performance Monitoring**

**Daily Task Monitoring Form (Comfort Room Checklist)** – to be accomplished by the assigned janitors and verified and evaluated by DOH-MMCHD General Services Section (GSS) staff who witnessed the tasks performed.

**4.) Responsibilities together with the General Service Section (GSS):**

**4.A) Conduct of monthly with janitorial area supervisor of the agency and utility staff to discuss:**

- a) Accomplished daily monitoring checklist forms, and;
- b) Ways to further improve services.

**4.B) Conduct of orientation before deployment of the new utility staff before the start of the service contract**

**EQUIPMENT AND TOOLS Delivery Schedule: Upon Contract Implementation**

	<b><u>• List of Equipment:</u></b>	
units	Floor Polisher	3
units	Vacuum cleaner	3
pcs	Warning Signs	12
units	Push Cart/Utility Cart (Big)	6
unit	Garbage Hauler (Big)	3
unit	Utility Ladder	3
units	Grass Cutter	3
	<b><u>• List of Janitorial Supplies</u></b>	
pcs	Mop squeezer - Annually	3
pcs	Glass squeeze - Annually	3
pcs	Bowl brush - Annually	12
pcs	Dust Pan (plastic) - Annually	15
pcs	Plastic Pail - Annually	15
pcs	Polisher brush (cabo) - Annually	12
pcs	Spray gun - Annually	6
pcs	Polisher brush (nylon) - Annually	6
pcs	Hand brush - Annually	6
pcs	Hand pad - Annually	5
gals	Fabric conditioner (Downy) - Monthly	6
kg	Detergent powder - Monthly	12
pcs	Mop head - Monthly	12
gals	Sodium Hypochloride - Monthly	6
gals	Alcohol 70% - Monthly	3

pcs	Mop (regular) - Quarterly	5
gals	Wax stripper - Quarterly	2
gals	All-purpose cleaner - Quarterly (CR)	5
pcs	Deodorant cake - Monthly	36
Pack	Garbage / trash bag (black) - XXL - 100/pack (Monthly)	4
Pack	Garbage / trash bag (Black) - Small -100/pack (Monthly)	4
Pack	Garbage / trash bag (white) - XXL - 100/pack ( monthly)	1
Pack	Garbage / trash bag (Green) - XXL - 100/pack ( Monhtly)	2
gals	Toilet bowl cleaner - Monthly	3
bundles	Round Rags for furnitures/fixtures - Monthly	2
doz.	Foot Rugs - Monthly	1
Pack	Garbage / trash bag (yellow) - XXL - 100/pack Quarterly	1
doz.	Hand gloves - latex (for CR) - Quarterly	2
doz.	Hand gloves - cloth (for gardening) - Quarterly	3
pcs	Ceiling broom - semi-annually	6
pcs	Polisher pad 16" - semi-annually	4
pcs.	Franela - Semi -annually	5
pcs	Scrubbing pad 16" - Quarterly	2
pcs	Soft broom - Monthly	12
pcs	Broom stick (walis tingting) - Monhtly	12



pcs	Air Freshener Quarterly	12
bots	Furniture polisher (Splenda) - Quarterly	12
gals	Liquid Soap - Monthly	12