



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SUPPLEMENTAL/ BID BULLETIN NO. 1

IB 2023 – 021

PROCUREMENT FOR THE PROVISION OF JANITORIAL SERVICES FOR DOH-MMCHD, PASIG & TALA WAREHOUSE (SHORT OF AWARD)

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

Revision and clarification to provisions/specifications in the Bidding Documents:	
DOLE Rate – minimum of 10% (18-A series of 2011)	
1 pack Garbage / trash bag (green) - XXL – 100/pack Monthly	
Additional: Covid-19 Vaccination Card with one (1) booster	
Drug Test Result (latest)	
BREACH AND LIQUIDATED DAMAGES	
<p>In the event that the SERVICE PROVIDER violates any of the terms and conditions of the contract or neglects to perform in a timely manner, any of the works, duties, functions, responsibilities or obligations stipulated herein, inclusive of the duly granted time extension, if any, or fails to carry out the tasks herein required in an acceptable manner, for any reason whatsoever, the SERVICE PROVIDER shall be liable for the damages for such failure and shall pay the DOH-MMCHD liquidated damages in an amount equivalent to one-tenth (1/10) of one percent (1%) of the total contract price of very day of delay or breach, unless another rate for liquidated damages is indicated in this Contract. The imposition of liquidated damages is in addition to other remedies that DOH-MMCHD may exercise under the Contract, pertinent laws, rules and regulations until services are finally delivered and accepted by DOH-MMCHD.</p>	
FROM	TO
MMCHD Bldg. I, II, III and Grounds (13 x 23,250.00 x 12) (5 – Male, 7 – Female)	MMCHD Bldg. I, II, III and Grounds (13 x 23,250.00 x 12) (5 – Male, 7 – Female)
Pasig Warehouse (13 x 23,250.00 x 12)	Pasig Warehouse (1 x 23,250.00 x 12)
Tala Warehouse (13 x 23,250.00 x 12)	Tala Warehouse (1 x 23,250.00 x 12)
6 pcs Warning Signs	6 pcs Warning Signs (floor warning)
2 units Utility Ladder	2 units Utility Ladder 16 feet
6 pcs Spray gun – Annually	6 pcs Spray bottle – Annually (size: 500ml/ purpose: disinfection)
6 pcs Mop (regular) - Monthly	6 pcs Mop head - Monthly
3 gals Sodium Hypochloride – Monthly	6 gals Sodium Hypochloride – Monthly
5 pcs Mop head - Quarterly	5 pcs Mop (regular) Quarterly
20 pcs Deodorant Cake- monthly	20 pcs Deodorant Cake- monthly (size: large)

Bidders are advised to use the following attached forms and submit together with all required documents for the submission of bids on 28th day of November 2022, 9:30 AM:



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

This Supplemental/Bid Bulletin No. 1 shall form an integral part of the Bidding Documents. All other provisions indicated in the bidding documents which are not affected by this Supplemental/Bid Bulletin No. 1 shall remain in effect.

For guidance and information of all concerned.

Issued this 18th day of November 2022 in MMCHD

Approved by:

A handwritten signature in blue ink, appearing to read "Aleli", is written over the printed name.

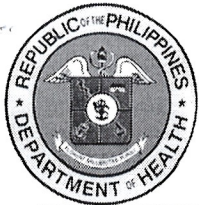
ALELI ANNIE GRACE P. SUDIACAL, MD, MPH
Director III / BAC Chairperson

A small handwritten mark, possibly a stylized "J" or a checkmark, is located below the printed name.



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

Republic of the Philippines Department of Health Metro Manila Center for Health Development			
TECHNICAL SPECIFICATIONS			
Item No. 1	PROCUREMENT FOR THE PROVISION OF JANITORIAL SERVICES FOR DOH-MMCHD, PASIG & TALA WAREHOUSE (SHORT OF AWARD)	Qty./Unit	15 PAX
Name of Manufacturer:		Country of Origin	
Brand:		Model: (if applicable)	
ABC: P 4,185,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p>Janitorial Services x 12 months</p> <p>Technical Specifications:</p> <p>MMCHD Bldg. I, II, III and Grounds (13 x 23,250.00 x 12) (5 – Male, 7 – Female)</p> <p>Pasig Warehouse (1 x 23,250.00 x 12)</p> <p>Tala Warehouse (1 x 23,250.00 x 12)</p> <p>• LIST OF EQUIPMENT:</p> <p>3 units Floor Polisher</p> <p>3 units Vacuum cleaner</p> <p>6 pcs Warning Signs (floor warning)</p> <p>6 units Push Cart/Utility Cart (Big)</p> <p>3 units Garbage Hauler (Big)</p> <p>2 units Utility Ladder 16 feet</p> <p>3 units Grass Cutter</p> <p>•LIST OF JANITORIAL SUPPLIES</p>			



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<p>12 pcs Bowl brush - Annually</p> <p>12 pcs Dust Pan (plastic) - Annually</p> <p>12 pcs Plastic Pail - Annually</p> <p>12 pcs Polisher brush (cabo) - Annually</p> <p>6 pcs Spray bottle – Annually (size: 500ml /purpose: disinfection)</p> <p>6 pcs Polisher brush (nylon) - Annually</p> <p>5 pcs Hand brush - Annually</p> <p>5 pcs Hand pad - Annually</p> <p>6 Gals Fabric conditioner (Downy) – Monthly</p> <p>12 Kg Detergent powder - Monthly</p> <p>6 pcs Mop head - Monthly</p> <p>6 gals Sodium Hypochloride – Monthly</p> <p>3 gals Alcohol 70% - Monthly</p> <p>5 pcs Mop (regular) - Quarterly</p> <p>2 gals Wax stripper - Quarterly</p> <p>5 gals All-purpose cleaner – Quarterly (CR)</p> <p>20 pcs Deodorant Cake- monthly (size: large)</p> <p>5 sets Franela - Quarterly</p> <p>4 packs Garbage / trash bag (black) - XXL – 100/pack Monthly</p> <p>1 pack Garbage / trash bag (yellow) - XXL – 100/pack Monthly</p> <p>1 pack Garbage / trash bag (black) - Small – 100/pack Monthly</p> <p>1 pack Garbage / trash bag (white) - XXL – 100/pack Monthly</p> <p>1 pack Garbage / trash bag (green) - XXL – 100/pack Monthly</p> <p>2 gals Toilet bowl cleaner – Monthly</p> <p>2 bundles Round Rags for furnitures/ fixtures – Monthly</p> <p>3 pcs Glass squeeze – Annually</p>	
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- 1 doz. Foot Rugs - Monthly
- 1 doz. Hand gloves - latex (for CR) - Quarterly
- 3 doz. Hand gloves - cloth (for gardening) – Quarterly
- 2 pcs Ceiling broom - semi-annually
- 4 pcs Polisher pad 16" - semi-annually
- 2 pcs Scrubbing pad 16" - Quarterly
- 5 pcs Soft broom – Monthly
- 5 pcs Broom stick (walis tingting) - Monthly
- 12 pcs Air Freshener Quarterly
- 12 bots Furniture polisher (Splenda) – Quarterly
- 12 gals Liquid Soap - Quarterly

DOLE Rate – minimum of 10% (18-A series of 2011)

Additional: Covid-19 Vaccination Card with one (1) booster

Drug Test Result (latest)

BREACH AND LIQUIDATED DAMAGES

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TERMS OF REFERENCE FOR JANITORIAL SERVICES

Responsibilities of Janitorial Agency

The following shall be provided by the contractor:

Description:

FIFTEEN (15) JANITORS

- Five (5) male and Ten (10) female
- Physically and mentally fit
- At least high school graduate
- Honest and reliable
- Professionally trained
- Must have relevant experience for the past two (2) years
- Preferably one male janitor who knows how to do minor maintenance repair

Working Schedules:

Monday to Friday - 7hrs. a day
Saturday 7am to 12pm

Inclusion:

Provision for janitorial cleaning supplies including disinfectant and sanitizer for DOH-MMCHD located at Block 6 Barangay Road, Welfareville Compound, Barangay Addition Hills, Mandaluyong City. The COVID-19 RT-PCR result for janitors should be made available and submitted to DOH-MMCHD and ensure compliance with safety and health protocol issued by DOH-IATF.

Daily Routine Activities:

- a) Sweeping and mopping of flooring of the offices, conference room areas, 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) Collect and dispose regular trash and wash the trash cans after each disposal;
- e) For hazardous waste materials - collect every Friday at 4:00PM and place the trash in a yellow plastic garbage bag;
- f) Sweep and mop the comfort rooms flooring, wipe the mirrors, scrub and disinfect the lavatories, urinals and toilet bowls and ensuring availability of toiletries such as liquid hand soap and deodorizers;
- g) Conduct daily disinfection thru spraying various surfaces in the CHDMM: offices, amphitheater, conference room, comfort rooms hallways and grounds every 4:00AM to 8:00AM and UV light disinfection of all rooms and offices of DOH-MMCHD from 4:00PM – 8PM.
- h) Perform other functions such as assist in clerical work, etc. as maybe needed in the operations of the agency;



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Saturday Cleaning Activities:

- a) Washing, stripping, scrubbing of carpets, spray buffing and polishing of office and hallways floorings;
- b) Dusting of windows, partitions, and venetian blinds;
- c) Spraying of insecticides;
- d) Washing of doormats;
- e) General cleaning of Comfort Rooms: wash down walls, floors, wiping of mirror. Scrub and disinfect lavatories, urinals and toilet bowls and sanitize the comfort room after the cleaning;
- f) Conduct of UV light disinfection to all offices, including the amphitheater and Conference room to avoid COVID-19 infection.

Monthly Project Operations:

- a) Sweeping of cobwebs on walls, ceiling and lighting fixtures;
- b) Cleaning of Electric Fan
- c) Maintain and submit inventory list of cleaning supplies every 25th day of the month;
- d) Dusting of light fixtures suspended from the ceiling;
- e) As need arises, report any damage and/or repairs/maintenance/replacement needed such as busted bulbs, plumbing concerns, etc.; and
- f) Prepare Monthly Report on the Accomplishments on the above activities mentioned.

Responsibilities of DOH-MMCHD:

Performance Monitoring:

Daily Tasks Monitoring Form for the daily routine activities will be accomplished by the assigned janitors and to be verified/evaluated by DOH-MMCHD General Services Section (GSS) Staff who witnessed the tasks performed.

Conduct of monthly meeting with the janitorial agency and Utility Staff to discuss:

- (i) accomplished daily monitoring checklist forms, and (ii) ways to further improve services.

Conduct of orientation before deployment of the new Utility Staff and before start of the service contract. There should be assigned agency supervisor to monitor the performance of functions regularly.