



Republic of the Philippines
METRO ROXAS WATER DISTRICT
MRWD Bldg., Km. 1, Roxas City 5800, Philippines

March 29, 2022

SUPPLEMENTAL/ BID BULLETIN

NAME OF THE PROJECT: Contract for the Procurement of Janitorial Services

This Addendum No. 1 is issued to modify or amend the Checklist of Requirements for Bidders under the Contract for the Procurement of Janitorial Services. This shall form an integral part of the Bidding Documents.

Amendment in the Checklist of Requirements for Bidders:
Technical Requirements

8. Duly Notarized Omnibus Sworn Statement in accordance with Section 25.3 of the Revised IRR of RA 9184;

Duly Notarized Authority of the Signatory:

- a.) For Sole Proprietorship- "Special Power of Attorney" issued by the proprietor granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand or an "Affidavit of Undertaking" if the sole proprietor himself/herself is the authorized signatory.;
- b.) For Corporation, Cooperative, or Joint Venture- "Secretary's Certificate" issued by the Corporate Secretary indicating the Board Resolution No. granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand; or
- c.) For Partnership – a "Joint Special Power of Attorney (SPA)" issued by concerned Partners granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand.

18. Complete list of janitorial employees duly signed by the bidder or its duly authorized representative;

19. Social Security System (SSS) Contribution Remittance Certificate of Clearance for the 4th quarter of fiscal year 2021 issued by the SSS (any delinquent remittances shall be valid ground for the disqualification of bids);

20. PHILHEALTH Insurance Corporation Contribution Remittance Certificate for the 4th quarter of fiscal year 2021 issued by the PhilHealth Office (any delinquent remittances shall be valid ground for the disqualification of bids);

21. Pag-Ibig Fund Contribution Remittance Certificate to be issued by its office indicating the payments of their utility workers for the 4th quarter of 2021 (any delinquent remittances shall be valid ground for the disqualification of bids);

22. Housekeeping Plan;

1. Administrative Building
2. MRWD ground
3. Water Treatment Plant

4. All Pumping Station

23. Complete Janitorial Plan for the following MRWD installations:

1. MRWD Administrative building and perimeter grounds;
2. MRWD Water Treatment Plant building and perimeter grounds (Paslang Brgy. Salocon, Panit-an);
3. Lawa-an Old WTP Building and perimeter grounds;
4. Bahit Water Treatment Plant building and perimeter grounds (Brgy. Bahit, Panit-an);
5. Arcabalo Old Pumping Station and perimeter grounds; (Arcabalo, Roxas City);

24. Certificate of Site Inspection to be signed by the Division Manager of General Services Division or its duly authorized representative;

25. Valid Certificate of Registration issued by Department of Labor and Employment (DOLE) – Department Order No. 174, s.2017 or DOLE 18-A;

26. Certification from the bidder that it has no delinquent delivery with MRWD duly signed by Head of the Property/Supply and Procurement Division and its duly authorized representative.

22.

3. Complete Cost Distribution per Guard/Personnel:

PROPOSED COST OF DISTRIBUTION FOR UTILITY WORKERS (VAT)

Daily Wage (DW) for 8-Hour	=	₱ 420.00
Work days per Year (excluding Sundays)		313 days
a. Amount to Janitor (Direct Labor)		

1. Basic Wage	=	₱10,955.00
2. 13 th Month Pay	=	912.92
3. 5 Days Incentive Leave	=	175.00
4. Uniform Allowance (R.A. 5487)	=	100.00

Total Amount Directly to the Personnel	₱12,142.92
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b. Amount to Gov't. in favor of Janitor (Indirect Labor)

1. SSS Premium	=	935.00
2. Philhealth Contribution	=	164.33
3. State Insurance	=	10.00
4. Pag-Ibig Fund	=	100.00

Total Amount to Gov't. in favor of the Personnel	₱1,209.33
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Total Amount to Utility Worker and Gov't.	= ₱13,352.25
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Agency Fee with Percentage Tax will be in full discretion of the bidder.

1. Administrative Overhead (10% x ₱13,352.25)	=	₱1,335.23
2. VAT (12% of Contract Price)	=	1,763.70
		3,098.93

Contract Price per Utility Worker/Personnel	= ₱16,461.18
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(NOTE: The Administrative Fee should not be less than ten (10%) percent of the Total Reimbursable Cost)

Amendment in Note:

5. Arrange the submitted bidding documents according to number in the Checklist of Requirements for Bidders with corresponding tabbing.

For guidance and information of all concerned.


TERESITA A. DELOTAVO
Chairperson
Bids and Awards Committee

RECEIVED BY:

KENNETH C. BALONIANO

ELSCA VC6

7/29/2022

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