

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

June 17, 2020

***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 Section 1 - Invitation To Bid, Section III- Bid Data Sheet, and Section VI- Schedule of Requirements of the Bidding Documents, and Invitation to Bid No. 026-2020 and Checklist of Requirements for Bidders under the Procurement of Janitorial Services. This shall form an integral part of the Bidding Documents.

**Amended Section 1 - Invitation To Bid:**

2. The **METRO ROXAS WATER DISTRICT** now invites bids for **Contract for the Procurement of Janitorial Services**. Delivery of Services is required for **Eleven (11) months from receipt of Contract, Purchase Order (PO), and Notice to Proceed (NTP)**. Bidders should have completed, within **five (5) years** 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.

**Amended Section III- Bid Data Sheet:**

12.1(a)	<p>15. Duly signed Delivery schedule indicating its commitment to deliver the Services for Eleven (11) Months from the effectivity of the Contract and Notice to Proceed;</p> <p>19. Complete list of Janitorial employees duly signed by the bidder or its duly authorized representative and proof of payment for the 4<sup>th</sup> quarter of fiscal year 2019 issued by the Social Security System (SSS);</p> <p>20. PHILHEALTH Insurance Corporation Contribution Remittance Certificate for the 4<sup>th</sup> quarter of fiscal year 2019 issued by the PhilHealth Office (any delinquent remittances shall be a valid ground for the disqualification of bids);</p> <p>21. Pag-Ibig Fund Contribution Remittance Certificate to be issued by its office indicating the payments of their utility workers for the 4<sup>th</sup> quarter of 2019 (any delinquent remittances shall be a valid ground for the disqualification of bids);</p> <p>24. Certificate of Site Inspection to be signed by the Division Manager of General Services Division or its duly authorized representative;</p>
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**Amended Section VI- Schedule of Requirements:**

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
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	<b><u>Janitorial Services (Utility Workers)</u></b>			
1	<p>Janitorial Services for the maintenance of Office Building, Facilities, and Grounds in the following areas:</p> <p>A. MRWD Administrative building and perimeter grounds.</p> <p>B. MRWD Water Treatment Plant building and perimeter grounds (Paslang).</p> <p>C. Lawa-an Old WTP Building and perimeter grounds.</p> <p>D. Bahit Water Treatment Plant building and perimeter grounds.</p> <p>E. Arcabalo Old Pumping Station and perimeter grounds.</p> <p>F. Other Utility works as directed.</p>	Six (6) Person	Six (6) Person	Services period: Eleven (11) Months

**Amended Invitation To Bid No. 026-2020:**

Brief Description: ELEVEN (11) MONTHS CONTRACT OF SIX (6) UTILITY WORKERS

Contract Duration: ELEVEN (11) MONTHS FROM EFFECTIVITY OF THE CONTRACT AND NOTICE TO PROCEED

Delivery of Services: ELEVEN (11) MONTHS FROM EFFECTIVITY OF THE CONTRACT AND NOTICE TO PROCEED

**Amended Checklist of Requirements for Bidders:**

Approved Budget for the Contract for Eleven (11) Months: **Php1,095,395.00**

Delivery Period of Services: **Eleven (11) Months from Effectivity of the Contract and Notice to Proceed**

**Additional Technical Requirements** (Class "B" Documents)

15. Duly signed Delivery schedule indicating its commitment to deliver the Services for Eleven (11) Months from the effectivity of the Contract and Notice to Proceed;

19. Complete list of janitorial employees duly signed by the bidder or its duly authorized representative and proof of payment for the 4<sup>th</sup> quarter of fiscal year 2019 issued by the Social Security System (SSS);

22. PHILHEALTH Insurance Corporation Contribution Remittance Certificate for the 4<sup>th</sup> quarter of fiscal year 2019 issued by the PhilHealth Office (any delinquent remittances shall be a valid ground for disqualification of bids);

23. Pag-Ibig Fund Contribution Remittance Certificate to be issued by its office indicating the payment of their utility workers for the 4<sup>th</sup> quarter of 2019 (any delinquent remittances shall be a valid ground for the disqualification of bids);

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



## Second Envelope (Financial Proposal)

### 3. Complete Cost Distribution per Utility Workers.

#### PROPOSED COST OF DISTRIBUTION FOR UTILITY WORKERS (VAT)

<b>A. AMOUNT TO JANITOR (LABOR COST)</b>	
1. Average Pay/Month ( $395.00 \times 314 \text{ days} / 12 \text{ mos.}$ )	P 10,335.83
2. 13 <sup>TH</sup> Month Pay ( $10,335.83 / 12 \text{ mos.}$ )	861.32
3. 5 Days Incentives Leave ( $395.00 \times 5 / 12 \text{ mos.}$ )	164.58
4. Uniform Allowance	<u>100.00</u>
<b>Total Amount Directly to the Utility Worker</b>	<b>P 11,461.73</b>
<b>B. AMOUNT TO GOVT. IN FAVOR OF JANITOR (INDIRECT LABOR)</b>	
1. SSS Premium	P 840.00
2. PHILHEALTH Contribution	155.00
3. ECC	10.00
4. PAG-IBIG Fund (RA7742)	<u>100.00</u>
<b>Total Amount to Utility Worker and Government</b>	<b><u>P1,105.00</u></b>
<b>TOTAL RATE OF UTILITY PER MONTH</b>	<b>P12,566.73</b>
Multiply by No. of Personnel	<u>6</u>
<b>TOTAL LABOR COST OF 6 PERSONNEL (MONTHLY)</b>	<b>P75,400.38</b>
<b>C. AGENCY FEE WITH VALUE ADDED TAX (VAT) will be in full discretion of the bidder.</b>	
1. Administrative Overhead (17.92%)	P2,251.92
2. VAT ( $16,596.89 \times 12\% / 1.12$ )	<u>1,778.24</u>
<b>CONTRACT PRICE PER UTILITY WORKER (<math>1,095,395.00 / 6 \text{ pax} / 11 \text{ mos.}</math>)</b>	<b><u>P16,596.89</u></b>

#### PROPOSED COST OF DISTRIBUTION FOR UTILITY WORKERS (NON-VAT)

<b>A. AMOUNT TO JANITOR (LABOR COST)</b>	
1. Average Pay/Month ( $395.00 \times 314 \text{ days} / 12 \text{ mos.}$ )	P10,335.83
2. 13 <sup>TH</sup> Month Pay ( $10,335.83 / 12 \text{ mos.}$ )	861.32
3. 5 Days Incentives Leave ( $395.00 \times 5 / 12 \text{ mos.}$ )	164.58
4. Uniform Allowance	<u>100.00</u>
<b>Total Amount Directly to the Utility Worker</b>	<b>P 11,461.73</b>
<b>B. AMOUNT TO GOVT. IN FAVOR OF JANITOR (INDIRECT LABOR)</b>	
1. SSS Premium	P 840.00
2. PHILHEALTH Contribution	155.00
3. ECC	10.00
4. PAG-IBIG Fund (RA7742)	<u>100.00</u>
<b>Total Amount to Utility Workers and Government</b>	<b><u>P 1,105.00</u></b>
<b>TOTAL RATE OF UTILITY PER MONTH</b>	<b>P12,566.73</b>
Multiply by No. of Personnel	<u>6</u>
<b>TOTAL LABOR COST OF 6 PERSONNEL (MONTHLY)</b>	<b>P75,400.38</b>
<b>C. AGENCY FEE WITH PERCENTAGE TAX will be in full discretion of the bidder.</b>	
1. Administrative Overhead (27.07%)	P3,401.82
2. NON VAT (5% of A & B)	<u>628.34</u>
<b>CONTRACT PRICE PER UTILITY WORKER (<math>1,095,395.00 / 6 \text{ pax} / 11 \text{ mos.}</math>)</b>	<b><u>P16,596.89</u></b>

For guidance and information of all concerned.

**ATTY. DANTE A. ARCANGELES**

Chairperson  
Bids and Awards Committee