



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

SUPPLEMENTAL BID BULLETIN NO. 3
13 May 2025

**PROCUREMENT OF JANITORIAL SERVICES FOR
VISAYAS MEDIA HUB (VMH) LOCATED IN MANDAUE CITY, CEBU
(PROCUREMENT/CONTRACT NO. 2025-04-030)**

Anent to the scheduled Pre-Bid Conference to be held on **22 April 2025** for the above-cited procurement project by the Bids and Awards Committee, please be informed of the following clarifications made and the amendments on the Bidding Documents:

Amendments shall be highlighted in “red”

Clarification	Answer
Whether the equipment "rental only" or will it be "rent-to-own"	<p>The equipment must be free of use during the course of the contract and shall be returned to the provider upon expiration of the contract.</p> <p>Please see the amended technical specification below.</p> <p><i>(reminder: Sign and state “Comply” in both the original technical specification and the amended portion of the technical specification below)</i></p>
Whether the PCO follows the ten percent (10%) minimum of DOLE 174 for the Admin fee or we will follow the GPPB?	<p>The bidder shall have the discretion whether to follow the DOLE resolution in prescribing the minimum 10% admin fee or provide for a lower one.</p> <p>Please be informed that as a matter of policy, this Office refrains from rendering categorical opinions on matters and issues that may later be a subject of an administrative proceeding.</p> <p>Nonetheless, PCO aligns with the GPPB Resolution No. 14-2012, dated 30 June 2012, where it expressed its position that it cannot support the dissemination of DOLE DO No. 18-A in its entirety as its Section 9(b)(ii) is violative of Section 31 of RA</p>



	<p>9184 and its IRR.</p> <p>GPPB issued Policy Matter (PM) Opinion Nos. 03-2012 and 02-2013, that requiring a minimum administrative fee of 10% of the total contract cost for all Service Agreements to be violative of Article IX, Section 31 of Republic Act (RA) No. 9184 and its revised Implementing Rules and Regulations (IRR) as providing a minimum fee imposes a floor bid price, which counter to the pronouncement in Section 31 of RA 9184 and its revised IRR.</p> <p>GPPB reiterates this through a Circular 04-2025 dated 30 April 2015, maintaining that the 10% minimum administrative fee is violative of RA 9184.</p>
Whether or not bidders can submit a hard-copy of bids and attend Bid Opening physically?	<p>Yes. Further proceedings can be held via physical and online upon the discretion of the bidders. You may refer in the following guideline attached below:</p> <p>https://drive.google.com/file/d/1im-tCSgLpoW2KQxCbLDmc1L4zu5saZT3/view?usp=drive link</p>
How much is the cost of purchasing the bidding documents and where the payment should be submitted?	<p>The bidding documents are available for purchase at a cost of Five Thousand Pesos (PhP 5,000.00). Interested bidders may submit their payment at the Presidential Communications Office (PCO), Cash Section, located in San Miguel, Malacañang, Manila.</p> <p>Please refer to the link of invitation to Bid reference:</p> <p>https://pco.gov.ph/wp-content/uploads/2025/04/20250414-PBD202504030.pdf</p>

<p>Under the Financial Component, the provided template does not include any section or column for the detailed breakdown or computation of materials and equipment. May we confirm if this level of detail is required or if a summary, lump sum, costing is sufficient for submission.</p>	<p>As provided under the Technical Specification the Price Schedule Form must contain a breakdown of cost of the labor wages and monthly government contributions, while the information for the other applicable fees such as admin fees, billing rate and taxes shall be provided by the winning supplier. The Suppliers may opt to submit a detailed breakdown for the additional computation to be attached in the Price Schedule Form.</p>
<p>Whether the requirement is for eighteen (18) janitorial personnel which includes one (1) janitorial supervisor</p>	<p>Yes. Only a total of eighteen (18) personnel including the Supervisor are required for the project.</p>
<p>Whether relievers are included in the personnel requirement includes the relievers</p>	<p>A reliever will only be provided in cases where personnel are on official leave or absent.</p>
<p>Clarification regarding the PhilHealth contribution rate</p> <p>Based on the bidding documents, the PhilHealth circular 2019-0009 the Phil Health premium is 5%. Based on the computation the rates are double 100% above the limit. However, based on the Phil Health circular the monthly premium contribution shall be in accordance with the premium rates and monthly income basic salary floor and ceiling in the prescribed Act (R.A. No. 7875. Furthermore, the monthly contribution is divided between the employee and employer. The computation is 2.5%.</p> <p>Based on the statement, whether to follow the rates indicated in the bidding documents or may be adjusted the rates to comply with PhilHealth latest issuances.</p>	<p>According to PhilHealth Circular No. 2019-0009, the premium rate is 5%, which is shared equally between the employer and employee—2.5% each. The circular also specifies that contributions are based on a prescribed monthly income floor and ceiling, as per R.A. No. 7875 (as amended).</p> <p>The technical specification in the bidding documents reflect 100% of the 5% premium that may have confused suppliers that the said premium will be charged solely to them.</p> <p>The correct computation should apply to the 2.5% share for the employer only. Please see the amended technical specification.</p> <p>Please see the amended technical specification below.</p> <p><i>(reminder: Sign and state “Comply” in both the original technical specification and the amended portion of the technical specification below)</i></p>

Section VII. Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

‘Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and crossreferenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).’

Item	Specification	Bidder's Statement of Compliance																											
	<p>C. PROVISION OF CLEANING TOOLS, EQUIPMENT, SUPPLY, AND MATERIALS</p> <ul style="list-style-type: none"> The Service Provider shall provide, at the minimum, the following cleaning tools and equipment which are brand new or in good condition: <table border="1"> <thead> <tr> <th>Item</th><th>Description</th><th>Quantity</th></tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Equipment</td></tr> <tr> <td>1</td><td>Floor Polisher</td><td>5 Units</td></tr> <tr> <td>2</td><td>Vacuum Cleaner, Wet and Dry</td><td>2 Units</td></tr> <tr> <td>3</td><td>Glass Squeegee, Adjustable</td><td>6 Units</td></tr> <tr> <td>4</td><td>Waste Receptacle of Push Cart for Garbage Collection</td><td>1 Unit</td></tr> <tr> <td>5</td><td>Assorted Garden Tool</td><td>1 Set</td></tr> <tr> <td>6</td><td>Water hose 3/4 Dia. 30 mts. w/ sprinkler</td><td>1 Roll</td></tr> <tr> <td>7</td><td>Spatula</td><td>5 Pieces</td></tr> </tbody> </table> <ul style="list-style-type: none"> The Service Provider shall make available every first day of the month for the duration of the contract the following minimum consumables supplies and items for the satisfactory performance of the service based on the quantities indicated hereunder: 	Item	Description	Quantity	Equipment			1	Floor Polisher	5 Units	2	Vacuum Cleaner, Wet and Dry	2 Units	3	Glass Squeegee, Adjustable	6 Units	4	Waste Receptacle of Push Cart for Garbage Collection	1 Unit	5	Assorted Garden Tool	1 Set	6	Water hose 3/4 Dia. 30 mts. w/ sprinkler	1 Roll	7	Spatula	5 Pieces	
Item	Description	Quantity																											
Equipment																													
1	Floor Polisher	5 Units																											
2	Vacuum Cleaner, Wet and Dry	2 Units																											
3	Glass Squeegee, Adjustable	6 Units																											
4	Waste Receptacle of Push Cart for Garbage Collection	1 Unit																											
5	Assorted Garden Tool	1 Set																											
6	Water hose 3/4 Dia. 30 mts. w/ sprinkler	1 Roll																											
7	Spatula	5 Pieces																											

Item	Description	Quantity
Janitorial Supplies (Monthly)		
8	Deodorant Cake	13 Dozen
9	Red Wax	7 Gallons
10	Pranela	34 Pieces
11	Plastic Garbage Bag, XL size	300 Pieces
12	Powder soap	24 Kilograms
13	Disinfectant	6 Gallons
14	Air freshener	12 Cans
15	Wood-enhancing polish liquid	10 Cans
16	Emulsion Wax	14 Gallons
17	Tissue Paper (Common CR)	300 Pieces
18	Toilet Bowl Cleaner	7 Gallons
19	Chlorine bleach	7 Gallons
20	Steel wool tubes	8 Tubes
21	Liquid hand soap	8 Gallons
22	Fabric conditioner (500 ml)	5 Gallons
23	Furniture Polish	4 Gallons
24	Rubber Latex Reusable Gloves	15 pairs
<ul style="list-style-type: none"> The Service Provider shall make available and replace every quarterly for the duration of the contract the following supplies and items for the satisfactory performance of the service based on the quantities indicated hereunder: 		
Janitorial Supplies (Quarterly)		
25	Ceiling broom	4 Pieces
26	Doormat	22 Pieces
27	Dust Pan	13 Pieces
28	Mop Head	23 Pieces
29	Mop handle	19 Pieces
30	Polishing Pad	17 Pieces
31	Scrubbing Pad	17 Pieces
32	Push Brush	6 Pieces
33	Soft Broom	16 Pieces
34	Stick Broom	15 Pieces
35	Toilet Pump	8 Pieces
36	Toilet bowl brush	11 Pieces
37	Spray gun	13 Pieces
38	Hand towel	10 Pieces

	<ul style="list-style-type: none">• The maintenance, repair, and loss of tools and equipment necessary and incidental to the performance of obligations herein required shall be promptly replaced within 48 hours from the time it is reported due to defectiveness or unserviceability with no additional cost to PCO.• Delivery of the required supplies, materials, tools, and equipment will be at the project site, which shall coincide with the first day of the posting of janitors on each assignment to be inspected by the authorized representative of the PCO.• All items and equipment owned by the PCO and lend to the service provider for use during the contract implementation must be returned no later than three (3) days prior to the contract's termination.													
	<p>E. DOCUMENTARY REQUIREMENTS</p> <ul style="list-style-type: none">• The Service Provider shall submit a sworn statement that it is compliant with the Labor Laws and Other Social Legislations as mandated by Section 25.2 of the Implementing Rules and Regulations of Republic Act (R.A.) No. 9184 or the Government Procurement Reform Act.• The Service provider shall provide certifications from the proper government agencies that it is has no deficient payment from the Social Security System, Pag-ibig Fund and Philhealth Insurance monthly contributions as mandated by law, as well as income taxes (if applicable) of the employees to be assigned at the PCO as part of its post qualification <p>The Price Schedule Form must contain a breakdown of cost of the labor wages and monthly government contributions, while the information for the other applicable fees such as admin fees, billing rate and taxes shall be provided by the winning supplier.</p> <table><tr><th colspan="4">JANITORIAL SERVICES FOR VISAYAS MEDIA HUB LOCATED IN MANDAUE CITY, CEBU PRICE SCHEDULE FORM</th></tr><tr><th>PARTICULARS</th><th>SUPERVISOR</th><th>JANITOR</th><th>JANITOR</th></tr><tr><td></td><td>6:00AM - 3:00PM</td><td>6:00AM - 3:00PM</td><td>8:00AM - 5:00PM</td></tr></table>	JANITORIAL SERVICES FOR VISAYAS MEDIA HUB LOCATED IN MANDAUE CITY, CEBU PRICE SCHEDULE FORM				PARTICULARS	SUPERVISOR	JANITOR	JANITOR		6:00AM - 3:00PM	6:00AM - 3:00PM	8:00AM - 5:00PM	
JANITORIAL SERVICES FOR VISAYAS MEDIA HUB LOCATED IN MANDAUE CITY, CEBU PRICE SCHEDULE FORM														
PARTICULARS	SUPERVISOR	JANITOR	JANITOR											
	6:00AM - 3:00PM	6:00AM - 3:00PM	8:00AM - 5:00PM											

Daily Rate	690.00	501.00	501.00
Number of Days per Year	312	312	312
A. Direct Labor Cost			
1. Basic Pay	17,940.00	13,026.00	13,026.00
2. 13th Month Pay	1,495.00	1,085.50	1,085.50
3. Service Incentive Leave	287.50	208.75	208.75
Sub-Total	19,722.50	14,320.25	14,320.25
B. Government Contributions			
1. SSS Premium	1,800.00	1,300.00	1,300.00
2. PhilHealth Premium	448.5	325.65	325.65
3. State Insurance Fund (ECC)	30.00	10.00	10.00
4. Pag-IBIG Fund	200.00	200.00	200.00
Sub-Total	2,927.00	2,161.30	2,161.30
Admin Fee			
Billing Rate			
VAT			
TOTAL CONTRACT PER MONTH			

Conforme:

Full Name and Signature of
Bidder/Authorized Rep

:

Designation

:

Name of Company

:

Pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, this Supplemental/Bid Bulletin is issued for the information and guidance of all prospective bidders and shall form an integral part of the Bidding Documents issued for said the project.

Should you have further concerns, you may contact the BAC Secretariat through the details below:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Presidential Communications Office New Executive Building,
JP Laurel St., San Miguel, Manila,
Metro Manila, Philippines
(02) 8734-5968
Email: bac1@pco.gov.ph Website: <https://pco.gov.ph>

For information and guidance.

Original Signed
ASEC. JOSE MARIA M. VILLARAMA II
Chairperson
Bids and Awards Committee