



# NATIONAL ARCHIVES OF THE PHILIPPINES

## *Pambansang Sinupan ng Pilipinas*

Bids and Awards Committee

### SUPPLEMENTAL BID BULLETIN

Pursuant to the inquiries raised on the Pre-Bid Conference conducted last 19 January 2018, the Bids and Awards Committee (BAC) through its Secretariat hereby issues the Supplemental Bid Bulletin for Clarifications, Amendments and Addendums.

#### I. CLARIFICATION/S

**1. Period covered for similar contract re Statement of Ongoing and Completed Contracts; and SLCC –**

In connection to BDS Clauses 5.4 and 12.1. (a)(ii), similar contracts should have been completed within **Five (5) years** prior to the deadline for the submission and receipt of bids.

**2. Cut-Off of Clearances –**

Submit clearances which are still valid. Also attach proof of payment or remittances as proof of continuous payment.

**3. Computations –**

All computations must be in accordance with the updated guidelines.

**4. Attachment of Acceptance for Statement of SLCC –**

Bidders are required to attach to the statements the end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed.

**5. Computation re Computed Bid Price Breakdown – a**

The working days relative to the computation under Computed Bid Price Breakdown shall be 310.

#### II. AMENDMENT/S

- Under "*SUPPLIES AND EQUIPMENT OF REQUIREMENTS*" of Section VI. Schedule of Services and Section VII. Technical Specifications of the Philippine Bidding Documents

Supplies/Equipment	Quantity
<b>Consumable Supplies</b>	
Traffic grade floor wax – red	5 gals/mo.
Liquid wax – natural, buffable	10 ½ gals/mo.
Carpet Shampoo	1 ½ gals/mo.
Air Freshener - liquid	6 units/mo.
Glass Cleaner	3 units/mo.



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Rags – pranela	15 pcs/mo.
Garbage bags – plastic, XXL	150- <del>100</del> pcs/mo.
Chemical equivalent to Muriatic Acid	5 gals/mo.
Mop Head	10 pcs /mo.
Furniture Polish	2 units/mo.
Insect Killer	10 units/mo.
Tissue Paper	150 <del>100</del> rolls/Quarterly
<b>Non-Consumable Supplies</b>	
• Squeegee	5 pcs
• Tambo Broom	12 pcs
• Stick Broom	12 pcs
• Dust Pan	6 pcs
• Toilet Pump	3 pcs
• Toilet Brush	6 pcs
<b>Equipment</b>	
• Floor Polisher- including accessories	3 units
• Vacuum Cleaner-wet & dry	2 units

2. Under “*OBLIGATIONS AND RESPONSIBILITES OF JANITORIAL AGENCY*” of Section VI. Schedule of Services and Section VII. Technical Specifications of the Philippine Bidding Documents, Item no. 6.

“The **Agency** hereby guarantees that the salaries of Janitorial Staff detailed with the **Client** shall be paid the regular working hours not later that the **25<sup>th</sup> 20<sup>th</sup>** day of the month and **10<sup>th</sup> 5<sup>th</sup>** day of the succeeding month. Any repetitive or unjustified delays in the payment of the salaries attributable to the **Agency**, or if the janitorial staff are not paid the exact amount due to them as reflected in the payroll, shall be sufficient ground for **Client** to terminate the Service Contract.”

III. **ADDENDUM/S**

1. Insert provision under “*OBLIGATIONS AND RESPONSIBILITES OF JANITORIAL AGENCY*”, set as item no. 1;

“The **Agency** must have at least five (5) years experience in Janitorial Services.”

Issued on 24 January 2018.

(Sgd.)

LEONCIA A. MARQUINA  
BAC Chairperson