



SUPPLEMENTAL / BID BULLETIN
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
Bids and Awards Committee 1
Taft Avenue, Manila
Trunk Line No. 8554-8400 Local 3014/3015



BID BULLETIN NO. 2024-011

**for the Janitorial and Other Workforce Management
Services for the Philippine General Hospital
26 January 2024**

Pursuant to Section 22.5.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, the Bids and Awards Committee 1 is issuing this bid bulletin to modify or amend the following items in the Bid Documents in response to / to address the request / clarification of the prospective bidder/s who attended the pre-bid conference held on 19 January 2024:

Clarification:

No.	Query	Remarks / Response
1	"We understand that the needs of the needs of Hospital may vary but for the purposes of this public bidding and the transparency will all the bidder need to bid for the same # of personnel as stated in the TOR or are the bidders allowed to bid fewer personnel as stated in the TOR also if a bidder bids for a fewer number of personnel will it be considered as complying or non-complying to the TOR."	Bidders must adhere to the specified number of personnel outlined in the TOR.
2	"All deployed janitors and other workforce services personnel shall be rotated every six months. The PGH through OCS reserves the right to conduct monthly reshuffling of personnel to avoid familiarization with hospital operations and employees."	Yes, as clearly stated in Item III. Obligations of the Janitorial and Other Workforce Management Services Provider (JOWMSP) No.4 in the TOR, "All deployed janitors and other workforce services personnel shall be rotated every six months. The PGH through OCS reserves the right to conduct monthly reshuffling of personnel to avoid familiarization with hospital operations and employees." Hence, the PGH, through the Office and Custodial Services (OCS), reserves the right to conduct monthly reshuffling of personnel and specifies that all deployed janitors and other workforce services personnel shall be rotated every six months.
3	"We would like to ask for an elaboration as to how, what, and where will PGH be waeranted/ exitgent to interview?"	In simpler terms, PGH may intervene when it deems it necessary or urgent due to circumstances it perceives as justified.

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4	Item 9, Assume all accountabilities over all personnel that shall be provided and deployed in PGH."	Being the Janitorial and Other Workforce Management Services Provider (JOWMSP), the provider holds accountability for the personnel they deploy to the Philippine General Hospital (PGH). This includes their supervision, management, and overall responsibility for the conduct and performance of their personnel within PGH premises. As the JOWMSP, you would be considered the employer and, therefore, accountable for your personnel in terms of their duties, behavior, and adherence to the terms of the contract.
5	"V. Daily Operations - is incomplete as to the deployment and work hours and shifts of Janitors, elevators, porters, messengers, and clerical services, We understand that for clerical, it will depend on hospital hours, but how many shifts are you requesting? As for janitorial personnel, how many are on the specific shifts for AM, PM, and night?"	The specific working hours and shifts for janitorial, elevator operators, porters, messengers, and clerical services may depend on the department or area where they are deployed and depend on the hospital's operational hours. Therefore, it can be inferred that the working hours and shifts are not uniformly specified for all personnel but are rather dependent on the specific requirements of each department or area within PGH. This allows flexibility to align the workforce's schedule with the operational needs of different sections of the hospital.
6	"Financial Component, we would like to request the detailed cost breakdown form indication the number of days per year that we will be using for the uniformity of this bid. And will PGH be providing the Janitorial supplies because there are no list of Supplies in the bidding documents?"	Please refer to the following: Annual Factor: 393.5 days Daily Wage (DW): Php 610.00 No. of ALL personnel: 285 As for the Janitorial Supplies, kindly refer to Item IV. Tools, Janitorial Consumables, Equipment, and Personnel Requirements. No. 1: "A list of all supplies, tools, and equipment available for use in PGH must be submitted to the OCS. The latter may inspect the listed equipment, tools, and supplies at the JOWMSP's storage area."
7	"In computing for the Manpower Cost, may we confirm the number of days in a year to use, is it 396 days?"	Please refer to the following: Annual Factor: 393.5 days Daily Wage (DW): Php610.00 No. of ALL personnel: 285
8	"In computing the Administrative Expenses, can we use the GPPB which does not have a ceiling, or DOLE, which is 10%?"	The JOWMSP has flexibility in determining the internal computation of administrative expenses, subject to compliance with any applicable laws and regulations.
9	"In computing for PhilHealth, we would like to confirm the rate to be used, is it 4% or 5% (rate for 2024)?"	PhilHealth computation is 4%.
10	"Do you allow zero costing for supplies and equipment?"	Yes, we allow zero costing for supplies and equipment.
11	"For the list of tools, resources and materials was not included in the bidding documents.	Kindly refer to Item IV. Tools, Janitorial Consumables, Equipment, and Personnel Requirements. No. 1: "A list of all supplies,

No.	Query	Remarks / Response
	Does this mean that we will be the ones to provide the list? "	tools, and equipment available for use in PGH must be submitted to the OCS. The latter may inspect the listed equipment, tools, and supplies at the JOWMSP's storage area."
12	"When will the site inspection be held?"	The site inspection can be scheduled and available from Monday to Friday, between 8:00 AM and 3:30 PM.
13	"During the opening of bids, do you require us to submit clearances (SSS, PhilHealth, and Pag-Ibig?)"	During the Bid Opening, the Bids and Awards Committee 1 (BAC 1) will only require what is specified in the Philippine Bid Documents (PBD).
14	"For SLCC can the completed contract be only "Janitorial Services" without Workforce Management Services?"	For SLCC, kindly refer to Item 5. Eligible bidder no. 5.3 of the PBD states that "Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to: a. For the procurement of non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least Fifty percent (50%) of the ABC." In addition, the coverage of the SLCC should be for the last two (2) years.
15	"For ongoing contracts, should there be an attachment of NTP and/or NOA and/or Contract)"	For ongoing contracts, you may attach a copy of NTP and/or NOA and/or Contract)
16	"What is the Pag-Ibig Fund to be used?"	The Pag-Ibig contribution shall be in compliance with applicable laws and regulations of Pag-Ibig.
17	"We would like to request a copy of Cost Breakdown. "	Please refer to the following: Annual Factor: 393.5 days Daily Wage (DW): Php 610.00 No. of ALL personnel: 285

This shall form an integral part of the Bid Documents.

For the information and guidance of all concerned.

Dean CHARLOTTE M. CHIONG, MD, PhD
Chairperson, Bids and Awards Committee 1

Received by the Bidder:

Signature over Printed Name

Name of Company

Date