

## SUPPLEMENTAL/BID BULLETIN NO. 03-2014

### Public Bidding for the Procurement of Janitorial Services for CY 2015 to 2016

#### Republic of the Philippines

Philippine Ports Authority

Port Management Office – Misamis Oriental/Cagayan de Oro

Port Area, Macabalan, Cagayan de Oro City 9000

*Shared D. Gamalo*  
*Dec. 6, 2014*  
*3:55 pm*

This Supplemental / Bid Bulletin No. 02-2014 is issued to amend or modify the amount of the Approved Budget of the Contract (ABC) of the contract and the amount of Bid Security.

The Procurement of Janitorial Services is a multi-year contract, the duration of which is for CY 2015 to 2016. The ABC for the first year is Php 3,858,128.00.

The amount of the ABC stated in 1.1 (j) of Section V on Special Conditions of Contract, Terms of Reference, No. 13 of the Checklist and all other provisions of the bidding documents is adjusted to Php 3,858,128.00.

In effect, the amount of Bid Security is adjusted as follows:

	From	Adjusted to
Form of Security	Minimum Amount in % of the Approved Budget for the Contract to be Bidded	Minimum Amount in % of the Approved Budget for the Contract to be Bidded
1. Cash or cashier's/manager's check issued by a Universal of Commercial Bank.	Two percent (2%)	Two percent (2%)
2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that if shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	(Php 154,325.07)	(Php 77,162.56)
3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) (Php 385,812.67)	Five percent (5%) <b>(Php 192,906.40)</b>
4. Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security.	

**Vision**

By 2030. Customer doing business in our ports shall experience full and sustained productivity, efficiency, comfort, connectivity, safety and security.

**Mission**

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the environment, and be a model corporate agency of the government.

**QUALITY POLICY**

(Quality Management System - Vessel Entrance Clearance)

It is the policy of the Philippine Ports Authority to consistently provide and continually improve the quality of its port operations and services in the facilitation of vessel entrance and clearance processes at the Port of Cagayan de Oro that satisfy the needs of its clients and comply with international and national statutory and regulatory requirement.

Likewise the Financial Offer Form is adjusted as follows:

**Financial Offer**

**FINANCIAL OFFER**  
PMO Cagayan de Oro  
Eight (8) Hours Duty, 26 days/Month

**AMOUNT PAYABLE TO : JANITORS**

Monthly Basic Pay (MBP) (ADR x 22 days)		7,956.00
Applicable Daily Rate (ADR)	306.00	663.00
13th Month Pay (MBP/12)		127.50
5 Days Incentive Leave (ADR x 5/12)		
<b>A. Total Monthly Salaries per Janitor</b>		<u>8,746.50</u>

**EMPLOYER'S CONTRIBUTION TO GOVERNMENT IN FAVOR OF EMPLOYEE**

SSS Contribution (Employer's Share)		589.30
EC (Employee's Compensation)		10.00
PHILHEALTH (Employer's Share)		100.00
Pag-IBIG Contribution (per RA 7742)		100.00
		<u>799.30</u>

**B. Total Monthly Benefits per Janitor**

**C. Monthly Cost of Supplies and Materials (Annex A)**

2,935.20

**D. Administrative Cost (5% of Labor and Benefits)**

624.05

**E. Profit Margin**

**F. VAT (12% of C+D+E)**

**G. BASIC CONTRACT RATE/ EMPLOYEE/ MONTH**

(A+B+C+D+E+F)

xxx,xxx.xx

**H. TOTAL CONTRACT PRICE FOR 20 JANITORS (G x 20)**

xxx,xxx.xx

**I. GRAND TOTAL**

x,xxx,xxx.xx

Total Bid Price in Philippine Peso (in words)

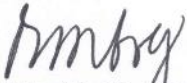
\_\_\_\_\_  
(Name of Agency/ Firm/Contractor)

\_\_\_\_\_  
(Authorized Singing Official)



All other provisions of the bidding documents not herein modified accordingly shall remain in full force and effect.

For information and guidance of all concerned.



**RUBY MARIA O. GUMAPON**  
BAC Chairman