



Bid Bulletin No. 1

**Provision of Janitorial Service for the Department of Trade and Industry (DTI) and its Attached Agencies  
Bidding No. 24-044**

November 15, 2024

This Bid Bulletin No. 1 is hereby issued to modify or amend the Bidding Documents.

**Section VII. Technical Specifications**

1. The reckoning period of the requirement of 500 deployed janitorial personnel is 2024.
2. Number of Janitorial personnel – One hundred seventeen (117) janitors including Supervisors; to oversee deployment/posting, supervise the administration/management and monitor the day-to-day activities of the janitorial personnel for the duration of the contract.
3. Approved budget of the Contract is Thirty-Eight Million Nine Hundred Fifty-One Thousand Nine Hundred Seventy-Nine Pesos and <sup>49</sup>/<sub>100</sub> Pesos (PhP38,951,979.49) Inclusive of all the government taxes and charges, and administrative fee.
4. Under Annex “A” – Janitorial Supplies
  - a. DTI Head Office
    - i. 80 gallons of Liquid hand soap per semi-annual.
    - ii. 360 jumbo roll tissue per month. Must be compatible with the existing tissue dispenser in the DTI Filinvest Building Comfort Rooms.
5. Documents to be submitted during the post-qualification process:
  - a. Proof of documents that the company has 500 deployed janitorial personnel is 2024.
  - b. Certification under oath of list of contracts completed for the last five (5) years
  - c. Certificates such as Red Cross Training, TESDA NC, and Environmental Waste Management Housekeeping (NC II).
  - d. Certified true copy of SSS, Philhealth and Pag-ibig remittances for the past three (3) years (January 2022 to most recent) and photocopies of pay slips of the concerned janitors from the contractor (January 2022-October 2022).
6. Please see link below for the template of breakdown of cost:  
[https://docs.google.com/spreadsheets/d/13sJS9\\_aVqa9CoMdjY75sYz7u-sQH3kle/edit?usp=sharing&ouid=103575488649681187066&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/13sJS9_aVqa9CoMdjY75sYz7u-sQH3kle/edit?usp=sharing&ouid=103575488649681187066&rtpof=true&sd=true)

Location for the physical submission of bid:  
9<sup>th</sup> Floor, Filinvest Building, 387 Sen. Gil Puyat Ave., Makati.

For the guidance and information of all concerned.

SGD.  
**KRISTIAN R. ABLAN**  
Assistant Secretary  
Chairperson, DTI Bids and Awards Committee

Conforme:

\_\_\_\_\_  
Name and Signature of  
Authorized Representative  
Date: \_\_\_\_\_

**BIDS AND AWARDS COMMITTEE**