FOREIGN SERVICE INSTITUTE  
Bids and Awards Committee  

SUPPLEMENTAL/BID BULLETIN NO. 1-2020  

This Supplemental/Bid Bulletin No. 1-2020 dated 6 January 2020 for the Project “Re-Bidding of Janitorial Services (1 February to 31 December 2020)” is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said documents.

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>CLARIFICATIONS/AMENDMENTS</th>
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</table>
| Section II. Instruction to Bidders  
12.1.(a),(ii) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. | Bidder shall only submit a matrix of all its ongoing government and private contracts. |
| Section VI. Schedule of Requirements  
Item No. 1  
Eight (8) Janitorial Personnel  
Female – Three (3)  
Male – Five (5) | Female – Two (2)  
Male – Six (6) |
| Section VII. Technical Specifications  
Page 71 – Item 1  
Janitorial Personnel  
Quantity : 3 Female and 5 Male | Quantity : 2 Female and 6 Male |
| Page 76 – Standard Computation  
Philhealth contribution  
Php190.75 | Philhealth contribution  
Php 208.09  
Please see the Revised Standard Computation (copy attached) |

For the information and guidance of all concerned.

Issued this 8th day January 2020 in the City of Pasay.

CARMELITA S. MARASIGAN  
Chairperson, Bids and Awards Committee
STANDARD COMPUTATION (REVISED):

JANITORIAL SERVICES
1 February to 31 December 2020

<table>
<thead>
<tr>
<th>No. of days</th>
<th>310</th>
</tr>
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<tbody>
<tr>
<td>Daily rate</td>
<td>P537.00</td>
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A. Payable Directly to Janitorial Personnel
   a. Basic salary/month (Php537.00 x 310 days) /12 | 13,872.50 |
   b. 13th month pay (Php13,872.50/12) | 1,156.04 |
   c. Five days incentive leave (Php537.00 x 5) /12 | 223.75 |
   Subtotal A | 15,252.29 |

B. Payable to the government:
   a. Social Security Service Premium | 1,120.00 |
   b. Philhealth Premium | 208.09 |
   c. ECC Contribution | 10.00 |
   d. PAG-Ibig Fund Contribution | 100.00 |
   Subtotal B | 1,438.09 |

C. Total Contract Cost (A+B)

D. Administrative Cost (Cx10%)

E. Supplies and Materials

F. Total Contract Price (C+D+E)

G. VAT (D+E) x 12%

Total monthly cost per janitor

Total monthly cost for 8 janitors

Total cost for 8 janitors for 11 months

Note: This Technical Specifications must be signed by the Bidder or its authorized representative with statement of conformity/compliance, and submitted together with other required documents on or before the Deadline for Submission of Bids.