



Management System  
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## OFFICE OF THE BAC CHAIRPERSON

February 28, 2023

### ADDENDUM NO. 1

Series of 2023

### SUPPLY OF JANITORIAL SERVICES FOR THE SIX (6) CAMPUSES, CAMARINES NORTE STATE COLLEGE

This Addendum No. 1 for the project, Supply of Janitorial Services for the Six (6) Campuses, Camarines Norte State College is being issued in accordance with the Revised IRR of R.A. 9184 specifically Section 22.5.2. and 22.5.3.

This is to inform the prospective bidders of the modification on the contents of the bidding documents particularly the Bid Data Sheet specifically on the minimum manpower requirements: Amendment to Terms of Reference Sec. 5, 6 & 12 whereas;

#### 5. Minimum Personnel Requirements

The winning bidder shall provide CNSC with specific number of qualified, hardworking and trustworthy Janitorial Personnel who shall possess the following minimum qualifications:

- 5.1 He/she can read and write.
- 5.2 Must possess good moral character and reputation;
- 5.3 Must not have any criminal or police record; provided with Barangay Clearance, Police Clearance and NBI Clearance.
- 5.4 Must be physically and mentally fit;
- 5.5 Must be at least 18 years old and above;
- 5.6 Must have undergone "Housekeeping Training/Seminar" or equivalent.

#### 6. Minimum Logistics Requirements

The janitorial services provide the necessary cleaning materials, tools and equipment needed to implement the contract to wit;

Items	Frequency	Main Campus	Entienza Campus	Abaño Campus	Mercedes Campus	Labo Campus	Jose Panganiban Campus
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*Consumables must be replaced monthly (quantity of materials shall be replenished as per area requirements)*

Powdered Soap, kg	M	12	6	6	6	6	6
Laundry Soap Bar, pc	M	10	4	4	4	4	4
Chlorine, kg	M	8	4	4	4	4	4
Toilet deodorizer, 100 gm	M	10	4	4	4	4	4
Multi-purpose surface cleaner, gal	M	8	4	4	4	4	4
Floor Wax Liquid for Concrete Flooring	M	4	2	2	2	2	2
Garbage bag XXL, 100pcs/roll	M	4	2	2	2	2	2
Air Purifier Spray	M	12	4	4	4	4	4

*Tools and Equipment must be available during the entire contract duration in good condition and must be provided quarterly.*

Broom	Q	20	5	5	6	4	8
Stick Broom	Q	20	4	5	5	5	10
Set of Mop Head replacement for Floor Push Mop	Q	10	3	4	3	4	4

Cloth	Q	30	10	10	10	10	10
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**Tools and Equipment must be available during the entire contract duration in good condition and must be provided annually or in the event that any tools/equipment become defective be immediately replaced.**


**Vacuum Cleaner/ 5000	A	1	1	1	1	1	1
Floor Polisher	A	2	-	-	-	-	-
**Rotating Spin Mop	A	18	8	8	8	8	8
Ceiling Broom	A	2	1	2	1	2	2
Dust pan	A	10	4	5	4	5	4
Bottle Spray, 500 MI	A	20	5	5	5	5	5
Pail (timba), medium	A	10	5	5	5	5	5
Dipper (tabo)	A	10	5	5	5	5	5
Floor Push mop	A	10	3	4	3	4	4
Glass wiper	A	8	2	2	2	2	2
Toilet brush	A	20	5	5	5	5	5
Cleaning Gloves	A	30	10	10	10	10	10
**Grass Scissor Cutter	A	1	1	1	1	1	1
**Bolo Knife	A	4	2	2	2	2	2
**Garden Rake	Grass A	4	2	2	2	2	2

Note: (\*\*) These tools and equipment are agency owned and will be withdrawn after the end of the contract.  
 Frequency M: Monthly Q: Quarterly A: Annually

## 12. Schedule of Requirements

Date	Activity	Agency/ Office Responsible
After the Pre-Bid Conference on March 2-3, 2023	Conduct of Survey and Inspection of prospective bidders for Janitorial Services in the Area of Responsibility (AOR) in coordination with the General Services Office (GSO)	Janitorial Agency (Prospective Bidders) GSO Head
After the Notice of Award, but prior to Notice to Proceed (Within ten (10) calendar days)	Submission and Presentation of Housekeeping Plan and Organizational Chart	Janitorial Agency
	Submission of List of Janitorial Personnel, list of equipment and supplies as stipulated in the TOR	Janitorial Agency
12 months from the 1 <sup>st</sup> day after the effectivity of the contract	Deployment of Janitorial personnel with corresponding tools, equipment and supplies as specified in the TOR	Janitorial Agency

This Addendum shall form integral part of the Bid Documents.

  
**MARIA CRISTINA C. AZUELO, Ph.D.**  
 BAC CHAIRPERSON