Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

Bids and Awards Committee (BAC)
BID BULLETIN NO. 1 – s.2026
03 July 2026

PROJECT: "Janitorial and Clerical Manpower Services for Cavite Economic Zone (CEZITB 2026-06-03)"

This Bid Bulletin is issued to modify or amend the following provisions in the Bidding Documents, as a result of the Pre-Bid Conference held on 30 June 2026 for the Project **"Janitorial and Clerical Manpower Services for Cavite Economic Zone"**

After considering the queries, clarifications, recommendations and suggestions, the CEZ BAC, hereby decides to adapt the following provisions:

ISSUE	RESOLUTION
Clarification on the bidding documents, page 44, BDS ITB Clause 16.1 – Bid Security. In the downloaded bidding documents, it is reflected Bid Securing Declaration **AND** any of the following, however, based on the GPPB, it is **OR** any of the following.	Bid Data Sheet-ITB Clause 16.1 The Bid Security shall be in the form of a Bid Securing Declaration, **OR** any of the following: 1) The amount of not less than ₱227,612.25 [2% of ABC], if bid security is in cash; 2) The amount of not less than ₱227,612.25 [2% of ABC], if bid security is in cashier's check; 3) The amount of not less than ₱227,612.25 [2% of ABC], if bid security is in manager's check; 4) The amount of not less than ₱569,030.62 [5% of ABC] if bid security is in bank draft; 5) The amount of not less than ₱569,030.62 [5% of ABC] if bid security is in guarantee; 6) The amount of not less than ₱569,030.62 [5% of ABC] if bid security is irrevocable LoC; or 7) The amount of not less than ₱569,030.62 [5% of ABC] if bid security is Surety Bond.
For the Bid Price Schedule – Item No. VII. BUDGET COMPUTATION, there is a specified Admin Fee of 15%, is this fix or are we allowed to propose a lower percentage or a minimum of 10%? Do we have a minimum percentage for the Admin Fee?	The 15% Administrative Fee reflected in the Bid Price Schedule Template is for template purposes only and does not constitute a mandatory or fixed requirement. Bidders may propose an Administrative Fee different from the indicated percentage, provided that it complies with the minimum requirement of 10%, if applicable under the bidding documents, and forms part of their overall bid price.
Bid Price Schedule – Item No. II. SUPPLIES/EQUIPMENT/UNIFORMS, B. UNIFORM, there is a Total Amount of Php 107,625.05, are we going to stick on that amount or will it depend on us based on our proposal?	The amount of Php 107,625.05 indicated under Item II.B. – Uniform in the Bid Price Schedule Template does not bear any significance and is provided for template/reference purposes only. Bidders are expected to **indicate the corresponding amount based on their own proposal and cost computation**, subject to compliance with the

	prescribed Technical Specifications, Terms of Reference, and other bidding requirements. Please see attached corrected **Template for Bid Price Schedule** for reference and perusal.
Confirmation for the Labor Cost, as presented the Total Annual Salary amounts to Php 6,738,196.00.	The Total Annual Salary amount of Php 6,738,196.00 presented during the Pre-Bid Conference was inadvertently retained and does not bear any significance. Bidders shall compute and **indicate the labor cost based on their own costing, provided that it complies with the applicable labor laws, wage orders, statutory benefits,** and the requirements of the Bidding Documents.
We noted a discrepancy in the quantity of the Long Sleeve (Reflectorized) Uniform between the Schedule of Requirements and the Bid Price Schedule. The Schedule of Requirements indicates a quantity of **42**, while the Bid Price Schedule reflects a quantity of **48**. Kindly clarify which quantity should be considered.	The Procuring Entity clarifies that the **Schedule of Requirements shall prevail**. After a careful review, the correct quantities for the Janitorial (Grounds) and Janitorial (Building) uniforms and protective equipment are as follows: **Janitorial (Building)** / **Quantity** / **Unit** Polo with Pants / set / 18 Polo Shirt / pcs / 27 **Janitorial (Grounds)** / **Quantity** / **Unit** Long Sleeve (Reflectorized) / pcs / 42 Rubber Boots / pairs / 7 Rain coat / pcs / 7 Sun Hat / pcs. / 7 Accordingly, the quantity of Forty-Eight (48) Long Sleeve (Reflectorized) uniforms mentioned during the Pre-Procurement Conference was **inadvertent and is hereby corrected**. Moreover, the Bidders are advised to base their proposals on the foregoing quantities as reflected in the attached corrected Template for Bid Price Schedule.

This Bid Bulletin No. 1 s.2026 shall amend all inconsistent provisions of the bid documents and shall form an integral part of the bidding documents issued for this project.

For the guidance and information of all concerned.

Engr. ALEJO F. MACARAEG
Chairperson, BAC-CEZ

PROJECT : JANITORIAL AND CLERICAL MANPOWER SERVICES FOR CAVITE ECONOMIC ZONE
Subject : Bid Price Schedule

I. SALARIES and WAGES – MAY NO LONGER BE MODIFIED

Number of working days: (313 days), except Sundays and Holidays - Janitorial
(261 days) – 5 workings days except Holidays - Clerks

DESIGNATION	Qty.	No. of Days in One Year	Salary (Daily Rate)	Salary (Monthly)	Salary (Yearly)
Team Leader Janitor	1	313	640.00		
Overtime *(Supervisor may have O.T on Sundays)*	1	48			
Janitor / Janitress	16	313	620.00		
Overtime *(Janitors may have O.T on Sundays)*	16	48			
Clerks	13	261	660.00		
Overtime *(Clerks may have O.T on Saturdays)*	13	48			
				SUB-TOTAL	

BENEFITS

Benefits	Team Leader (1)	Janitor / Janitress (16)	Clerks (13)
13th Month Pay			
SSS			
ECC			
Philhealth			
S/V Leave			
Pag-ibig			
SUB-TOTAL			

TOTAL SALARIES AND WAGES + BENEFITS = _____

Source: Handbank on Worker's Statutory Monetary Benefits (DOLE/BWC.2024)
Guide for SSS Members Website PhilHealth Website

II. SUPPLIES/EQUIPMENTS/UNIFORMS

A. Supplies and Equipment

Description	Quantity	Unit	Unit Cost	Annual Cost
Heavy Duty Toilet Bowl Pump	15	pcs		
Heavy Duty Toilet Bowl Brush (Long Handle)	15	pcs		

Cob Web Broom	2	pcs		
Heavy Duty Soft Broom	60	pcs		
Broom Stick with long handle	100	pcs		
Heavy Duty Push Brush, 10"	10	pcs		
Heavy Duty Metal Push Brush 40cm	10	pcs		
Plastic Dust Pan	10	pcs		
Heavy Duty Dust Pan	25	pcs		
Mop Handle, 5'	12	pcs		
Mop Head	45	pcs		
Floor Polishing Pads, 16", 3M	15	pcs		
Floor Scrubbing Pads, 16", 3M	15	pcs		
Steel Wool	50	pads		
Rugs, Round	50	pcs		
Cleaning Pad, 6"x9"	60	pcs		
Cleaning Foam, 6"x9"	60	pcs		
Metal Spatula	15	pcs		
Spray Container	10	pcs		
Trash Bags (L) (10 pcs. per pack)	150	pcs		
Trash Bags (XL) (10 pcs. per pack)	150	pcs		
Air Freshener (Various Scents - 300 ml)	150	cans		
Disinfecting Bleach (Original)	75	gals		
Deodorant Cake, 100 g	300	pcs		
Hand Soap	50	gals		
Dishwashing Liquid	120	liters		
Glass Cleaner	5	gals		
Liquid Sosa	5	gals		
Furniture Polish	30	cans		
Pure Muriatic Acid (Concentrated)	15	gals		
Metal Polish	3	cans		
Detergent Powder	240	kgs		
Toilet Bowl Cleaner	120	gals		
Crystallizer Maintainer for Marble Floors, Terranova (Branded)	2	liters		
Heavy Duty Floor Polisher	1	Unit		
Vacuum Cleaner, Wet & Dry	1	Unit		
Aluminum Ladder, 12'	1	Unit		
Double Sided Retractable Glass Sponge Wiper with Long Handle	3	Unit		
Heavy Duty Concrete Buggy, 150 kg	3	Unit		
Heavy Duty Steel Platform Truck, 300 kg	1	Unit		
Heavy Duty Grass Scissors/Heady Trimmer, 8"	2	Unit		
Heavy Duty Lopper, 30"	2	Unit		
Heavy Duty Mop Squeezer	2	Unit		
Wet Floor Signage	3	Unit		
Heavy Duty Garden Hose, 300 ft	1	Unit		
Heavy Duty Hand Gloves	40	pcs		
Heavy-Duty Hand-Held Sickle / Scythe	5	pcs		
Jumbo Bag (90x90x100cm)-Heavy duty	10	pcs		
Cloth Floor Mat, Washable	50	pcs		
TOTAL				

B. UNIFORM

Supervisor	Quantity	Unit	Unit Cost	Annual Cost
Polo with Pants	2	Set		
Polo Shirt	3	Pcs		
Rubber Boots	1	Pairs		
Rain Coat	1	Set		
Sun Hat	1	Pc/s		
Janitorial (Building)	**Quantity**	**Unit**	**Unit Cost**	**Annual Cost**
Polo with Pants	18	set		
Polo Shirt	27	pcs		
Janitorial (Grounds)	**Quantity**	**Unit**	**Unit Cost**	**Annual Cost**
Long Sleeve (Reflectorized)	42	pcs		
Rubber Boots	7	pairs		
Rain coat	7	pcs		
Sun Hat	7	pcs.		
Clerical	**Quantity**	**Unit**	**Unit Cost**	**Annual Cost**
Polo / Blouse	39	pcs		
Pants / Skirt	26	pcs		
TOTAL				

VII. BUDGET COMPUTATION

SUMMARY OF COMPUTATION	
A. Salaries and Wages	
B. Benefits	
C. Equipment /Consumables	
D. Uniform	
E. Total of A+B+C+D	
F. Admin Fee (15%)	
G. 12% VAT (E+F)	
Total Estimated Contract Cost	