

SUGAR REGULATORY ADMINISTRATION
North Avenue., Diliman, Quezon City

BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 1

This **Supplemental Bid Bulletin No. 1** dated **October 10, 2023** is issued to inform the prospective bidders of the following amendments, modifications and clarifications on the items in the Philippine Bidding Documents (PBDs) for the **Contract for the Supply of Janitorial Services CY 2024-2026** as previously posted in the Philippine Government Electronic Procurement System (PhilGEPS) and the Sugar Regulatory Administration (SRA) website. This Supplemental Bid Bulletin shall form an integral part of the Bidding Documents.

ORIGINAL BID DOCUMENT		CLARIFICATIONS/CORRECTIONS /CHANGES	
<i>Section II. Instructions to Bidders</i>		<i>Section II. Instructions to Bidders</i>	
1. Scope of Bid		1. Scope of Bid	
The Procuring entity, Sugar Regulatory Administration (SRA) wishes to receive Bids for the Contract for the Supply of Janitorial Services CY 2021-2023 , with identification number <i>sra2023-012</i> .		The Procuring entity, Sugar Regulatory Administration (SRA) wishes to receive Bids for the Contract for the Supply of Janitorial Services CY <u>2024-2026</u> , with identification number <i>sra2023-012</i> .	
Section III. Bid Data Sheet		Section III. Bid Data Sheet	
ITB Clause		ITB Clause	
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>	20.2	<u><i>SSS, Pag-ibig, Philhealth, DOLE, and NLRC Clearance or Certification.</i></u>
<i>Section VI. Schedule of Requirements</i> <i>(Please see attached list below)</i>		<i>Section VI. Schedule of Requirements</i> <i>(Please see attached list below)</i>	
<i>Section VII. Technical Specifications</i> Specification		<i>Section VII. Technical Specifications</i> Specification	
CONTRACT FOR THE SUPPLY OF JANITORIAL SERVICES CY 2021 – 2023		CONTRACT FOR THE SUPPLY OF JANITORIAL SERVICES CY <u>2024-2026</u>	
6. ADDITIONAL PROVISIONS OF SERVICE FREE OF CHARGE		6. ADDITIONAL PROVISIONS OF SERVICE FREE OF CHARGE	

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- 6.1. Provision of monthly supplies and materials (see attach list) including Indoor/Ornamental plants;
- 6.2. Regular supply of bathroom tissue papers (big) with dispenser, alcohol and hand wash liquid soap with dispenser for:

Office of the SRA Officials (Administrator, Deputy Administrator, Board Members, Managers, Division Chief)

Common and executive rest room (per cubicle)

~~6.1. Provision of monthly supplies and materials (see attach list) including Indoor/Ornamental plants;~~

~~6.2. Regular supply of bathroom tissue papers (big) with dispenser, alcohol and hand wash liquid soap with dispenser for:~~

~~Office of the SRA Officials (Administrator, Deputy Administrator, Board Members, Managers, Division Chief)~~

~~Common and executive rest room (per cubicle)~~

Winning bidder outside of the incumbent supplier of Janitorial services shall retain the janitorial personnel upon recommendation of the end-user concerned.

SRA TECHNICAL CRITERIA FOR THE EVALUATION OF JANITORIAL SERVICES (CONTRACT FOR THE SUPPLY OF JANITORIAL SERVICES CY 2024 – 2026)

1. Performance
15%

- a) Submission of performance certificate from all existing clients (Evaluation forms shall be provided by SRA to participating bidders and in turn forward them to their clients for their assessment and evaluation. The accomplished form shall be **sealed** in the accompanying envelop by the bidder's existing clients. It will then be retrieved by the participating bidder to submit them to SRA during the public bidding proper in an envelop properly **sealed** by the **bidder's clients** themselves to ensure its **confidentiality**).
- b) Submitted evaluation form (performance rating s) shall be tabulated and ranked.

SRA TECHNICAL CRITERIA FOR THE EVALUATION OF JANITORIAL SERVICES (CONTRACT FOR THE SUPPLY OF JANITORIAL SERVICES CY 2024 – 2026)

2. Performance
15%

- c) Submission of performance certificate from four existing clients (Evaluation forms shall be provided by SRA to participating bidders and in turn forward them to their clients for their assessment and evaluation. The accomplished form shall be **sealed** in the accompanying envelop by the bidder's existing clients. It will then be retrieved by the participating bidder to submit them to SRA during the public bidding proper in an envelop properly **sealed** by the **bidder's clients** themselves to ensure its **confidentiality**).
- d) Submitted evaluation form (performance rating s) shall be tabulated and ranked.

FOR THE JANITORIAL SERVICE PROVIDER EVALUATION FORM (PLEASE SEE ATTACHED FORM BELOW)

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ORIGINAL BID DOCUMENT

Section VI. Schedule of Requirements

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
	Contract for the Supply of Janitorial Services CY 2021-2023			
	Number of Janitors	17 Janitors	17 Janitors	January 1, 2024
	RESOURCES:			January 1, 2024
	A. EQUIPMENT			
1	Polisher	6 units	6 units	
2	Aluminum Folding Ladder Step Multi purpose.	2 units	2 units	
3	Fabricated 3 wheels garbage push cart, Heavy duty (see details)	2 units	2 units	
4	Extension (10 meters)	4 sets	4 sets	
5	Janitorial Cart Flat Form (Heavy Duty)	3 units	3 units	
6	Trash bin/ Container with swing cover, 50 liters	30 pcs	30 pcs	
7	Trash bin/ Container with swing cover, small	20 pcs	20 pcs.	
7	Hose (50 meters) ¼ diameter	2 pcs	2 pcs	
8	Mop Squeezer	3 pcs	3 pcs	
9	Vacuum w/ accessories	2 units	2 units	
10	Grass Cutter complete with necessary blade	1 pc	1 pc	
11	Stainless Steel Tissue Holder/Dispenser - Big Roll Round - (Wall Mounted)	25 pcs	25 pcs	
12	Liquid Hand Soap Dispenser Bottle	25 pcs	14 pcs	
13	Pressure washer 1 Hp	1 unit	1 unit	
	Glass Wiper	5 pcs	5 pcs	
	Garden trowel	5 pcs	5 pcs.	
	B. MONTHLY CONSUMMABLES SUPPLIES TO BE DELIVERED/SUPPLIED MONTHLY			Every first (1st)

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1	Powder Soap Branded (Tide or Pride)	40 kls	40 kls	week of the month
2	Scotch Brite	100 pcs	100 pcs	
3	Deodorant cake	100 pcs	100 pcs	
4	Lysol Disinfectant	25 gals	25 gals	
5	Rugs (Franela)	200 pcs	200 pcs	
6	Mop Head	50 pcs	50 pcs	
7	Toilet Bowl Cleaner	10 pcs	10 pcs	
8	Tissue Paper (2ply)	10 doz	10 doz	
9	Plastic Garbage Bag (Green and Black, XL)	200 pcs	200 pcs	
10	Plastic Garbage Bag (Green and Black M-13x13x32)	200 pcs	200 pcs	
11	Steel Wool	20 tubes	20 tubes	
12	Emulsion Wax	15 gals	15 gals	
13	Furniture Polish (Pledge) 330 ml.	25 pcs	25 pcs	
14	Insecticide	25 cans	25 cans	
15	Feather Duster	20 pcs	20 pcs	
16	Zonrox/Chlorox	15 pcs	15 pcs	
17	Safeguard Soap	50 pcs	50 pcs	
18	Bathroom Tissue big roll	100 pcs	100 pcs	
19	Metal Polish	2 pcs	2 pcs	
20	Hand Towel	40 pcs	40 pcs	
21	Bottle Pledge Natural Wax	15 pcs	15 pcs	
22	Glade Air Freshener	30 pcs	30 pcs	
23	Rubber hand Gloves	50 pcs	50 pcs	
24	Alcohol	30 pcs	30 pcs	
25	Bars Detergent Bar soap	30 pcs	30 pcs	
26	Sand paper	30 pcs	30 pcs	
27	Mop Handle	20 pcs	20 pcs	
28	Soft Broom (Tambo, Kawayan)	24 pcs	24 pcs	
29	Stick Broom	24 pcs	24 pcs	
30	Toilet Bowl Brush round with holder	15 pcs	15 pcs	
31	Hand Brush	15 pcs	15 pcs	
32	Doormat (Oblong)	100 pcs	100 pcs	
33	Stripping Pad	10 pcs	10 pcs	
34	Dust Pan	20 pcs	20 pcs	
35	Polishing Pad	10 pcs	10 pcs	

36	Ceiling Broom	6 pcs	6 pcs
37	Toilet Rubber Pump	17 pcs	17 pcs
38	Spray Gun	17 pcs	17 pcs
39	Push Brush	10 pcs	10 pcs
40	Jungle Bolo	2 pcs	2 pcs
41	Water Pail / Water Dipper	20 pcs	20 pcs
42	Doormat (Rubber)	10 pcs	10 pcs
43	Metal Dust Pan	2 pcs	2 pcs
44	Spatula	15 pcs	15 pcs
45	Garbage Trash Can	15 pcs	15 pcs
46	Rain Coats with pants XL	3 pcs	3 pcs
47	Rain Boots (pairs) Size 7	3 pairs	3 pairs

Section VII. Technical Specifications

**SRA MINIMUM REQUIREMENTS OF SUPPLY AND MATERIALS
TO BE USED IN CARRYING OUT THE PROPOSED JANITORIAL SERVICES**

ITEM NO.	DESCRIPTION	SRA MINIMUM REQUIREMENTS	OFFER (QUANTITY)
RESOURCES:			
A. EQUIPMENT			
1	Polisher	4 pcs	
2	Ladder	1 pc	
3	Garbage Cart Buggy	2 units	
4	Extension (10 meters)	4 pcs	
5	Janitorial Cart Flat Form (heavy Duty)	3 pcs	
6	Trash Container Door Style	20 pcs	
7	Hose (50 meters)	2 pcs	
8	Mop Squeezer	3 pcs	
9	Vacuum	1 pc	
10	Grass Cutter	1 pc	
11	Stainless Steel Tissue Holder/Dispenser – Big Roll Round – (Wall Mounted)	14 pcs	
12	Liquid Hand Soap Dispenser (Wall Mounted)	14 pcs	
B. MONTHLY CONSUMMABLES SUPPLIES TO BE DELIVERED /SUPPLIED MONTHLY			
1	Powder Soap	40 kls	
2	Scotch Brite	100 pcs	
3	Deodorant cake	100 pcs	
4	Lysol Disinfectant	25 gals	
5	Rugs (Franela)	200 pcs	
6	Mop Head	50 pcs	
7	Toilet Bowl Cleaner	10 pcs	
8	Tissue Paper (2ply)	10 doz	
9	Plastic Garbage Bag (Green and Black, XL)	200 pcs	
10	Plastic Garbage Bag (Green and Black M-13x13x32)	100 pcs	
11	Steel Wool	15 tubes	
12	Emulsion Wax	15 gals	

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13	Furniture Polish (Pledge)	20 pcs	
14	Insecticide	25 cans	
15	Feather Duster	15 pcs	
16	Zonrox/Chlorox	15 pcs	
17	Safeguard Soap	50 pcs	
18	Bathroom Tissue (small/big)	50 pcs	
19	Metal Polish	2 pcs	
20	Hand Towel	40 pcs	
21	Bottle Pledge Natural Wax	15 pcs	
22	Glade Air Freshener	30 pcs	
23	Rubber hand Gloves	50 pcs	
24	Alcohol	30 pcs	
25	Bars Detergent Bar soap	15 pcs	
26	Sand paper	30 pcs	
27	Mop Handle	20 pcs	
28	Soft Broom (Tambo, Kawayan)	24 pcs	
29	Stick Broom	24 pcs	
30	Toilet Bowl Brush	15 pcs	
31	Hand Brush	15 pcs	
32	Doormat (Oblong)	100 pcs	
33	Stripping Pad	6 pcs	
34	Dust Pan	15 pcs	
35	Polishing Pad	6 pcs	
36	Ceiling Broom	5 pcs	
37	Toilet Rubber Pump	12 pcs	
38	Spray Gun	12 pcs	
39	Push Brush	10 pcs	
40	Jungle Bolo	2 pcs	
41	Water Pail / Water Dipper	20 pcs	
42	Doormat (Rubber)	10 pcs	
43	Metal Dust Pan	2 pcs	
44	Spatula	15 pcs	
45	Garbage Trash Can	10 pcs	
46	Rain Coats with pants	2 pcs	
47	Rain Boots (pairs)	2 pairs	

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**CLARIFICATIONS/CORRECTIONS
/CHANGES**

Section VI. Schedule of Requirements

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
	Contract for the Supply of Janitorial Services CY <u>2024-2026</u>			January 1, 2024
	Number of Janitors	17 Janitors	17 Janitors	
	RESOURCES:			January 1, 2024
	A. EQUIPMENT			
<u>1</u>	Polisher	6 units	6 units	
<u>2</u>	Aluminum Folding Ladder Step Multi purpose,	2 units	2 units	
<u>3</u>	Fabricated 3 wheels garbage push cart, Heavy duty (see details)	2 units	2 units	
<u>4</u>	Extension (10 meters)	4 sets	4 sets	
<u>5</u>	Janitorial Cart Flat Form (Heavy Duty)	3 units	3 units	
<u>6</u>	Trash bin/ Container with swing cover, 50 liters	30 pcs	30 pcs	
<u>7</u>	Trash bin/ Container with swing cover, small	20 pcs	20 pcs.	
<u>8</u>	Hose (50 meters) ¼ diameter	2 pcs	2 pcs	
<u>9</u>	Mop Squeezer	3 pcs	3 pcs	
<u>10</u>	Vacuum w/ accessories	2 units	2 units	
<u>11</u>	Grass Cutter complete with necessary blade	1 pc	1 pc	
<u>12</u>	Stainless Steel Tissue Holder/Dispenser - Big Roll Round – (Wall Mounted)	25 pcs	25 pcs	
<u>13</u>	Liquid Hand Soap Dispenser Bottle	25 pcs	<u>25 pcs</u>	
<u>14</u>	Pressure washer 1 Hp	1 unit	1 unit	
<u>15</u>	Glass Wiper	5 pcs	5 pcs	
<u>16</u>	Garden trowel	5 pcs	5 pcs.	
<u>17</u>	<u>Jungle Bolo</u>	<u>2pcs</u>	<u>2pcs</u>	
<u>18</u>	<u>Garbage Trash Can</u>	<u>15pcs</u>	<u>15pcs</u>	

B. MONTHLY CONSUMMABLES SUPPLIES TO BE DELIVERED/SUPPLIED MONTHLY				Every first (1 st) week of the month
<u>1</u>	Powder Soap Branded (Tide or Pride)	40 kls	40 kls	
<u>2</u>	Scotch Brite	100 pcs	100 pcs	
<u>3</u>	Deodorant cake	100 pcs	100 pcs	
<u>4</u>	<u>Evsol</u> Disinfectant	25 gals	25 gals	
<u>5</u>	Rugs (Franela)	200 pcs	200 pcs	
<u>6</u>	Mop Head	50 pcs	50 pcs	
<u>7</u>	Toilet Bowl Cleaner	10 <u>gallons</u>	10 <u>gallons</u>	
<u>8</u>	Tissue Paper (2ply)	10 doz	10 doz	
<u>9</u>	Plastic Garbage Bag (Green and Black, XL)	200 pcs	200 pcs	
<u>10</u>	Plastic Garbage Bag (Green and Black M-13x13x32)	200 pcs	200 pcs	
<u>11</u>	Steel Wool	20 tubes	20 tubes	
<u>12</u>	Emulsion Wax	15 gals	15 gals	
<u>13</u>	Furniture Polish (Pledge) 330 ml.	25 pcs	25 pcs	
<u>14</u>	Insecticide, <u>300 ml</u>	25 cans	25 cans	
<u>15</u>	Feather Duster	20 pcs	20 pcs	
<u>16</u>	Zonrox/Chlorox	15 <u>gallons</u>	15 <u>gallons</u>	
<u>17</u>	Safeguard Soap, <u>big pack</u>	50 pcs	50 pcs	
<u>18</u>	Bathroom Tissue big roll	100 pcs	100 pcs	
<u>19</u>	Metal Polish	2 pcs	2 pcs	
<u>20</u>	Hand Towel	40 pcs	40 pcs	
<u>21</u>	Bottle Pledge Natural Wax	15 pcs	15 pcs	
<u>22</u>	Glade Air Freshener, <u>300ml</u>	30 pcs	30 pcs	
<u>23</u>	Rubber hand Gloves	50 pcs	50 pcs	
<u>24</u>	Alcohol, <u>Isopropyl, 70% 500ml</u>	30 pcs	30 pcs	
<u>25</u>	Bars Detergent Bar soap	30 pcs	30 pcs	
<u>26</u>	Sand paper	30 pcs	30 pcs	
<u>27</u>	Soft Broom (Tambo, Kawayan)	24 pcs	24 pcs	
<u>28</u>	Stick Broom	24 pcs	24 pcs	
<u>29</u>	Toilet Bowl Brush round with holder	15 pcs	15 pcs	
<u>30</u>	Hand Brush	15 pcs	15 pcs	
<u>31</u>	Doormat (Oblong)	100 pcs	100 pcs	
<u>32</u>	Stripping Pad	10 pcs	10 pcs	
<u>33</u>	Ceiling Broom	6 pcs	6 pcs	

<u>34</u>	Spray Gun	17 pcs	17 pcs	
<u>35</u>	Push Brush	10 pcs	10 pcs	
<u>36</u>	Doormat (Rubber)	10 pcs	10 pcs	
<u>37</u>	Metal Dust Pan	2 pcs	2 pcs	
<u>38</u>	Spatula	15 pcs	15 pcs	
	C. <u>QUARTERLY CONSUMMABLES SUPPLIES TO BE DELIVERED/SUPPLIED QUARTERLY</u>			<u>Every first (1st) week of the quarter</u>
<u>1</u>	<u>Mop Handle</u>	<u>20 pcs</u>	<u>20 pcs</u>	
<u>2</u>	<u>Dust Pan</u>	<u>20 pcs</u>	<u>20 pcs</u>	
<u>3</u>	<u>Polishing Pad</u>	<u>10 pcs</u>	<u>10 pcs</u>	
<u>4</u>	<u>Water Pail/ Water Dipper</u>	<u>20 pcs</u>	<u>20 pcs</u>	
	D. <u>SEMI-ANNUAL CONSUMMABLES SUPPLIES TO BE DELIVERED/SUPPLIED SEMI-ANNUALLY</u>			<u>Every first (1st) week semi-annually</u>
<u>1</u>	<u>Toilet Rubber Pump</u>	<u>17 pcs</u>	<u>17 pcs</u>	
<u>2</u>	<u>Rain Coats with pants XL</u>	<u>3 pcs</u>	<u>3 pcs</u>	
<u>3</u>	<u>Rain Boots (pairs) Size 7</u>	<u>3 pairs</u>	<u>3 pairs</u>	

Section VII. Technical Specifications

Item No.	Description	SRA MINIMUM REQUIREMENTS	OFFER (QUANTITY)
	<u>RESOURCES:</u>		
	<u>A. EQUIPMENT</u>		
<u>1</u>	<u>Polisher</u>	<u>6 units</u>	
<u>2</u>	<u>Aluminum Folding Ladder Step Multi purpose,</u>	<u>2 units</u>	
<u>3</u>	<u>Fabricated 3 wheels garbage push cart, Heavy duty (see details)</u>	<u>2 units</u>	
<u>4</u>	<u>Extension (10 meters)</u>	<u>4 sets</u>	
<u>5</u>	<u>Janitorial Cart Flat Form (Heavy Duty)</u>	<u>3 units</u>	
<u>6</u>	<u>Trash bin/ Container with swing cover, 50 liters</u>	<u>30 pcs</u>	
<u>7</u>	<u>Trash bin/ Container with swing cover, small</u>	<u>20 pcs</u>	
<u>8</u>	<u>Hose (50 meters) ¾ diameter</u>	<u>2 pcs</u>	
<u>9</u>	<u>Mop Squeezer</u>	<u>3 pcs</u>	
<u>10</u>	<u>Vacuum w/ accessories</u>	<u>2 units</u>	
<u>11</u>	<u>Grass Cutter complete with necessary blade</u>	<u>1 pc</u>	

<u>12</u>	<u>Stainless Steel Tissue Holder/Dispenser - Big Roll Round – (Wall Mounted)</u>	<u>25 pcs</u>	
<u>13</u>	<u>Liquid Hand Soap Dispenser Bottle</u>	<u>25 pcs</u>	
<u>14</u>	<u>Pressure washer 1 Hp</u>	<u>1 unit</u>	
<u>15</u>	<u>Glass Wiper</u>	<u>5 pcs</u>	
<u>16</u>	<u>Garden trowel</u>	<u>5 pcs</u>	
<u>17</u>	<u>Jungle Bolo</u>	<u>2pcs</u>	
<u>18</u>	<u>Garbage Trash Can</u>	<u>15pcs</u>	
	<u>B. MONTHLY CONSUMMABLES SUPPLIES TO BE DELIVERED/SUPPLIED MONTHLY</u>		
<u>1</u>	<u>Powder Soap Branded (Tide or Pride)</u>	<u>40 kls</u>	
<u>2</u>	<u>Scotch Brite</u>	<u>100 pcs</u>	
<u>3</u>	<u>Deodorant cake</u>	<u>100 pcs</u>	
<u>4</u>	<u>Disinfectant</u>	<u>25 gals</u>	
<u>5</u>	<u>Rugs (Franela)</u>	<u>200 pcs</u>	
<u>6</u>	<u>Mop Head</u>	<u>50 pcs</u>	
<u>7</u>	<u>Toilet Bowl Cleaner</u>	<u>10 gallons</u>	
<u>8</u>	<u>Tissue Paper (2ply)</u>	<u>10 doz.</u>	
<u>9</u>	<u>Plastic Garbage Bag (Green and Black, XL)</u>	<u>200 pcs</u>	
<u>10</u>	<u>Plastic Garbage Bag (Green and Black M-13x13x32)</u>	<u>200 pcs</u>	
<u>11</u>	<u>Steel Wool</u>	<u>20 tubes</u>	
<u>12</u>	<u>Emulsion Wax</u>	<u>15 gals</u>	
<u>13</u>	<u>Furniture Polish (Pledge) 330 ml.</u>	<u>25 pcs</u>	
<u>14</u>	<u>Insecticide, 300 ml</u>	<u>25 cans</u>	
<u>15</u>	<u>Feather Duster</u>	<u>20 pcs</u>	
<u>16</u>	<u>Zonrox/Chlorox</u>	<u>15 gallons</u>	
<u>17</u>	<u>Safeguard Soap, big pack</u>	<u>50 pcs</u>	
<u>18</u>	<u>Bathroom Tissue big roll</u>	<u>100 pcs</u>	
<u>19</u>	<u>Metal Polish</u>	<u>2 pcs</u>	
<u>20</u>	<u>Hand Towel</u>	<u>40 pcs</u>	
<u>21</u>	<u>Bottle Pledge Natural Wax</u>	<u>15 pcs</u>	
<u>22</u>	<u>Glade Air Freshener, 300ml</u>	<u>30 pcs</u>	
<u>23</u>	<u>Rubber hand Gloves</u>	<u>50 pcs</u>	
<u>24</u>	<u>Alcohol, Isopropyl, 70% 500ml</u>	<u>30 pcs</u>	
<u>25</u>	<u>Bars Detergent Bar soap</u>	<u>30 pcs</u>	

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<u>26</u>	<u>Sand paper</u>	<u>30 pcs</u>	
<u>27</u>	<u>Soft Broom (Tambo, Kawayan)</u>	<u>24 pcs</u>	
<u>28</u>	<u>Stick Broom</u>	<u>24 pcs</u>	
<u>29</u>	<u>Toilet Bowl Brush round with holder</u>	<u>15 pcs</u>	
<u>30</u>	<u>Hand Brush</u>	<u>15 pcs</u>	
<u>31</u>	<u>Doormat (Oblong)</u>	<u>100 pcs</u>	
<u>32</u>	<u>Stripping Pad</u>	<u>10 pcs</u>	
<u>33</u>	<u>Ceiling Broom</u>	<u>6 pcs</u>	
<u>34</u>	<u>Spray Gun</u>	<u>17 pcs</u>	
<u>35</u>	<u>Push Brush</u>	<u>10 pcs</u>	
<u>36</u>	<u>Doormat (Rubber)</u>	<u>10 pcs</u>	
<u>37</u>	<u>Metal Dust Pan</u>	<u>2 pcs</u>	
<u>38</u>	<u>Spatula</u>	<u>15 pcs</u>	
	<u>C. QUARTERLY CONSUMMABLES SUPPLIES TO BE DELIVERED/SUPPLIED QUARTERLY</u>		
<u>1</u>	<u>Mop Handle</u>	<u>20 pcs</u>	
<u>2</u>	<u>Dust Pan</u>	<u>20 pcs</u>	
<u>3</u>	<u>Polishing Pad</u>	<u>10 pcs</u>	
<u>4</u>	<u>Water Pail/ Water Dipper</u>	<u>20 pcs</u>	
	<u>D. SEMI-ANNUAL CONSUMMABLES SUPPLIES TO BE DELIVERED/SUPPLIED SEMI-ANNUALLY</u>		
<u>1</u>	<u>Toilet Rubber Pump</u>	<u>17 pcs</u>	
<u>2</u>	<u>Rain Coats with pants XL</u>	<u>3 pcs</u>	
<u>3</u>	<u>Rain Boots (pairs) Size 7</u>	<u>3 pairs</u>	

Janitorial Service Provider Evaluation Form

Below is a paper-based evaluation form used by Sugar Regulatory Administration to evaluate prospective bidders for the janitorial service provider of the SRA for CY 2024-2026. This evaluation form was designed by TWG-BAC, Sugar Regulatory Administration, Quezon City.

May we request that you rate your service provider (Janitorial Service) based on their present service performance to your agency. *Your ratings will not be disclosed and shall be treated with outmost confidentiality. Thank you very much for giving your honest assessment in this evaluation!*

In rating, use a one to five point scale, where

- 5 = Outstanding;**
- 4 = Very Satisfactory;**
- 3 = Satisfactory;**
- 2 = Fair; and**
- 1 = Poor.**

Please check the appropriate box as your rating in the following areas:

	1	2	3	4	5
1. Quality of janitorial service delivered					
2. Janitor's knowledge and skills					
3. Janitorial plan					
4. Supervision of janitors (monitoring and inspection activities)					
5. Relationship of your management and janitorial personnel					

Would you recommend this provider to others?

Would you recommend this present service provider to others?	Yes	No
Please explain:		

Length of service by the present JANITORIAL service provider to your agency (yrs). ____

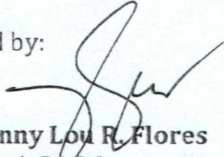
NAME OF YOUR OFFICE: _____

Evaluated by: _____

Name and Signature, Head/Manager, Administrative Department
 Contact Number: _____ Mobile Phone: _____
 Address: _____

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Prepared by:



Jenny Lou R. Flores
Head, BAC Secretariat

Approved by:



ATTY. RONALD E. RIMANDO
Chairperson, Bids and Awards Committee