

PROJECT: THREE-YEAR JANITORIAL SERVICES CONTRACT FOR MAIN OFFICE, BAGBAG, POEA, NCR OPERATIONS GROUP, VISAYAS WEST 1 & 2 DIVISIONS, AND NCR PROPERTIES

QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	Is the Annual ABC will be used for the SLCC?	Yes. The SLCC will be based on the ABC for the first year.
2	The uniforms and name tags of the employees will be shouldered by the winning cleaning services, is this the same provision as stated in your Item 2.5?	Yes. The Winning Bidder shall, at his own account, shoulder three (3) sets of uniforms, name tags and the pre-deployment expenses such as but not limited to medical exam/test and training, and shall not be passed on to, or deducted from the salary of the service personnel to be assigned to SSS.
3	How about the medical examination charges? (For Janitorial and Outsourcing projects)	Yes. The clause sets forth a pre-deployment requirement which is different from pre-employment. As a legitimate contractor, bidder is expected to have a pool of employees that are ready for deployment to their clients. Thus, if personnel to be deployed for SSS lacks the requirements, such as an updated medical exam or RT PCR or antigen test result within the period of three (3) months prior to deployment, bidder is required to provide for them at no cost to their employees.
4	The track record of the company is included in the supporting documents during the submission of the requirements?	Yes, the Winning Bidder shall attach the DOLE registration and sworn affidavit in the Technical Specs requirements.
5	Is it necessary to use Annex 8 from Item 2B in the reportorial criteria for the clients	Annex 8 must be attached to validate the satisfactory level of performance for the single largest completed contract and two (2) on-going contracts, within the last five (5) years from the date of submission and receipts of bids.
6	How about the provincial outdated rates? Will the adjustments be included considering the updated provincial rates for the next three years?	No, because the rates used were only for bidding purposes. During the implementation, any increase in rates and premiums are readily acknowledged by SSS. Item 1.6 of SCC states "ALLOWABLE PRICE ADJUSTMENTS. All bid prices for a duration of three (3) years shall be fixed and shall not be adjusted during contract implementation, except for the following: (1) increase in minimum daily wage pursuant to law or new wage order issued after date of bidding; (2) increase in taxes; and (3) if during the term of the contract the procuring entity sees the need for an increase or

		decrease in the number of janitorial attendants, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded. (item 5.2, Appendix 23, 2016 Revised IRR of RA 9184).”
7	Is the Form 13.1 or the list of tools and equipment you provided, the final list or there will be additional items on the list?	Yes, final list.
8	A supervisor will be assigned per lot to monitor the workers? How about with the billing preparation, is there a need for a payroll staff to assist the supervisor?	Yes, for a smooth billing preparation and early submission.
9	Is there an office to be assigned for use of the supervisor or team leader if daily supervision is needed?	For billing preparation purposes, a staff is needed but only the supervisor is advised to be accommodated for the daily supervision.
10	Is there an additional document to be submitted for example for pest control certification during post-qualification submission of additional requirements?	Yes. We will attach sworn statement as additional requirements to the bidders.
11	Clarification regarding the administrative overhead fee of 10% based on DOLE 174 Order, is it a ground for disqualification if above or below the 10%?	Bidder must comply with the requirement for administrative overhead fee as specified in the Bid Bulletin which must not be less than 10%.
12	Is the minimum wage of Dumaguete will be adjusted or as is in the Bidding Documents	No, because the rates used were only for bidding purposes. During the implementation, any increase in rates and premiums are readily acknowledged by SSS. Item 1.6 of SCC states “ALLOWABLE PRICE ADJUSTMENTS. All bid prices for a duration of three (3) years shall be fixed and shall not be adjusted during contract implementation, except for the following: (1) increase in minimum daily wage pursuant to law or new wage order issued after date of bidding; (2) increase in taxes; and (3) if during the term of the contract the procuring entity sees the need for an increase or decrease in the number of janitorial attendants, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded. (item 5.2, Appendix 23, 2016 Revised IRR of RA 9184).”
13	Can we choose what particular lot to join?	Yes.
14	Is it three (3) copies for all the required documents?	Yes. One (1) original copy and two (2) certified true copies. For the legal documents, it is good for all the lots while for technical and financial requirements, it should be per lot submission.
15	After the Pre-Bid Conference, can you provide a copy of the excel	Yes, it will be included in the Bid Bulletin.

	format of the financial component of the requirements?	
16	Is the Monthly Inspection Report included in the Technical and Financial requirements? Can we request for Pre-Bid Conference minutes?	No, this will be utilized during the implementation. Yes. This will be issued together with the Bid Bulletin.

WRITTEN QUERIES:

	Query/Clarifications	TWG/BAC Reply
1	Technical Specs, Criteria 2.b Should we need to attach "Annex 8" for all on-going contracts?	Annex 8 must only be attached to validate the satisfactory level of performance for the single largest completed contract within the last five (5) years from the date of submission and receipt of bids and two (2) on-going contracts only, within the last five (5) years from the date of submission and receipts of bids.
2	Checklist of Technical and Financial Documents under "Important reminders"- In which part of the documents we shall attach the copy of Authority to Notarize issued by the Regional Trial Court to the Notarial Public? and the Checklist itself?	Please attach the Authority to Notarize issued by the Regional Trial Court to the Notarial Public in the Omnibus Sworn Statement.
3	Monthly Inspection Report (Form 12.4) & Semestral Performance Evaluation (Form 14.4)- Are we required to attach these forms in our bid documents to be submitted on the bid opening?	No.
4	Schedule of Requirements Are we required to attach the annexes stated in the Schedule of Requirements?	No.
5	10% Admin Fee What is the minimum % of the admin fee?	10%
6	New minimum wage order of Dumaguete which took effect last June 14, 2022 Should we follow the new wage order? or stick to what is stated in the bidding docs?	No, because the rates used were only for bidding purposes. During the implementation, any increase in rates and premiums are readily acknowledged by SSS. Item 1.6 of SCC states "ALLOWABLE PRICE ADJUSTMENTS. All bid prices for a duration of three (3) years shall be fixed and shall not be adjusted during contract implementation, except for the following: (1) increase in minimum daily wage pursuant to law or new wage order issued after date of bidding; (2) increase in taxes; and (3) if during the term of the contract the procuring entity sees the need for an increase or

		decrease in the number of janitorial attendants, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded. (item 5.2, Appendix 23, 2016 Revised IRR of RA 9184).”
7	Aside from the Bid form and bid breakdown, what additional forms/annexes are we required to attach in the financial requirements?	<p>Please see below.</p> <p><u>Financial Documents</u></p> <p><input type="checkbox"/> (o) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; <u>and</u></p> <p><input type="checkbox"/> (p) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);</p> <p><u>or</u></p> <p>A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</p>