

PROJECT: THREE-YEAR CONTRACT FOR JANITORIAL SERVICES FOR
VISAYAS CENTRAL DIVISIONS AND MINDANAO OPERATIONS
GROUP

QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	<p>Technical Specifications</p> <p>Do we need to attach the satisfaction rating (Form Annex 8) from all our existing contracts that we have?</p>	<p>Yes, not only for all ongoing contracts but also for the single largest completed contract, based on the <u>revision made on item 2.b of Criteria 2. Track Records, Schedule VII. Technical Specification</u>, indicated as follows:</p> <p><i>“2.b. The BIDDER must have maintained a satisfactory level of performance from its clients based on all aspects of the performance standards as indicated in Annex 8 from its clients with single largest completed contract and all on-going contracts within the last five (5) years from the date of submission and receipt of bids.”</i></p>
2	<p>Clarification on Annex 8 format</p> <p>You have two requirements:</p> <p>1. Annex 8 should be:</p> <p>2.b. The bidder must have maintained a satisfactory level of performance from its clients as follows: 1. Single Largest Completed Contract and 2 existing contracts within the last 5years from the date of submission and receipt of bids, based on the performance standards indicated in Annex 8.</p> <p>2.c The bidder must have maintained a satisfactory level of performance from all its clients duly declared in the submitted statement of all On-Going and Completed Government and/or Private Contracts.</p> <p>Just for clarification, we will be attaching two Statement of On-Going (1. For the Eligibility, 2. To support the technical parameters).</p>	<p>For clarity, there is a <u>revision made on item 2.b of Criteria 2. Track Records, Schedule VII. Technical Specification</u>, indicated as follows:</p> <p><i>“2.b. The BIDDER must have maintained a satisfactory level of performance from its clients based on all aspects of the performance standards as indicated in Annex 8 from its clients with single largest completed contract and all on-going contracts within the last five (5) years from the date of submission and receipt of bids.”</i></p> <p>Further, please be informed that <u>item 2.c of Criteria 2. Track Records, Schedule VII. Technical Specification</u> is now <u>deleted</u> to avoid redundancy.</p>

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3	Do you still accept the 2021 AFS?	2022 Audited Financial Statement (AFS) is required during the submission of Additional Documents by the Lowest Calculated Bidder (LCB).
4	On Annex 11, Janitorial Supplies and Materials, what we usually get from our supplier is Material Safety Data Sheet (MSDS), but we do not know where to get the Certification of Product Registration (CPR). Is MSDS acceptable?	<p>Material Safety Data Sheet (MSDS) is <u>not included</u> in the prescribed requirement for validation/verification of bidder's compliance with FDA/FPA standards.</p> <p>Further, pursuant to FDA Circular No. 2021-011-A, the transitory period for the implementation of three (3) months, which allows all covered establishments to comply with the new licensing and product registration guidelines, has been extended for another two (2) years which shall start on 01 January 2022 and end on 31 December 2023.</p> <p>Accordingly, the 2-year transitory period extension shall apply to the registration of Household Urban/Hazardous Substance (HUHS) products without a Certificate of Product Registration (CPR) from the FDA. (<i>item IV.A.2</i>)</p> <p>Thus, in addition to the bidder's accomplishment and submission of Annex 11, copy of the subject Circular together with a copy of the valid License to Operate (LTO) of the HUHS establishment will be presented in lieu of a valid FDA-issued CPR (<i>item IV.A.3</i>).</p>
5	Where should we attach the annexes and forms, in the envelope No. 1?	Yes. It should be attached in Envelope No. 1 in Section VII-Technical Specifications.
6	Can you discuss each documentary requirements?	The BAC Secretariat will discuss the documentary requirements.
7	Can we select the lots to bid on?	Yes.
8	If ever we participate in three lots, can we just combine the technical and eligibility documents as one?	Yes. The BAC Secretariat will clarify the documents intended for all the lots and or per lot.
9	On the delivery of supplies, is it per area?	For the supplies and materials (one year requirement), <u>monthly delivery</u> shall be made on or before the 5th working day of the applicable month <u>directly to respective end-user branches/offices</u> . The Winning Bidder shall be required to completely deliver the aforementioned, preferably on a one-time basis, in accordance with above-given schedules. (<i>item 3 of</i>

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		<p><i>Section VI. Schedule of Requirements)</i></p> <p>For tools and equipment, <u>delivery shall be made</u> at least one (1) week prior to the start of the contract <u>directly to respective end-user branches/offices</u>. The Winning Bidder is required to completely deliver the aforesaid requirement on a one-time basis, in accordance with above-given schedules. <i>(item 4 of Section VI. Schedule of Requirements)</i></p>
10	On the grass cutter requirement, who will shoulder the gasoline cost?	<p>For <u>grass cutter which works with fuel</u>, the fuel shall be shouldered by the Winning Bidder/Service Provider.</p> <p><u>Same will apply to chain saw, if the electric type is not available or warranted under circumstances.</u></p>
11	Do we have a specific size for ladder?	Yes. It is specified in Annex 6.2- Aluminum ladder, eight (8) step, heavy duty.
12	Is it allowed in this contract that other materials be exchanged with other materials as long as it does not exceed the budget?	<p>The TOR provides that for the duration of the contract, monthly delivery of supplies and materials shall be subject to adjustment (increase/ reduction/ suspension) based on stock availability and actual need but not to exceed the monthly contract cost. E.g., if additional requirement for a certain item/s has been determined, an appropriate increase in supply shall be required from the Winning Bidder by respective Divisions. Conversely, in the event of an excessive inventory of a certain item/s, the following month's delivery shall be reduced or suspended by respective Divisions. Notice on adjustment thereof shall be issued to the Winning Bidder at least two (2) weeks prior the applicable month of delivery. Provided, that the requirement for two-week supply of consumables is being maintained. <i>(item 3 of Section VI. Schedule of Requirements)</i></p> <p>Based on the above, neither replacement nor substitution of an item (based on TOR) for a new item (not indicated in the TOR) was mentioned in the TOR since this will involve proper canvassing and may be considered as an amendment to order of the contract.</p>
13	On Aerosol sprays and rat baits, you have a requirement on its certification from FDA, do we have to attach them	Pursuant to FDA Circular No. 2021-011-A, the transitory period for the implementation of three (3) months,

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	during bid opening or upon post-qualification?	<p>which allows all covered establishments to comply with the new licensing and product registration guidelines, has been extended for another two (2) years which shall start on 01 January 2022 and end on 31 December 2023.</p> <p>Accordingly, the 2-year transitory period extension shall apply to the registration of Household Urban/Hazardous Substance (HUHS) products without a Certificate of Product Registration (CPR) from the FDA. <i>(item IV.A.2)</i></p> <p>Thus, in addition to the bidder's accomplishment and submission of Annex 11, copy of the subject Circular together with a copy of the valid License to Operate (LTO) of the HUHS establishment will be presented in lieu of a valid FDA-issued CPR <i>(item IV.A.3).</i></p>
14	Will you also provide us with an excel file for the financial proposal?	Yes. Bidders will be provided with a soft copy of the financial proposal (Bid Breakdown) in Excel Format.
15	<p>On the Special Conditions of the Contract, p. 25 item 1.7, "Allowable Price Adjustment"</p> <p>It was mentioned that "there is an exception for the following, for the adjustment of the contract". However, it is also stated that "provided that the ABC for the relevant year is not exceeded", can you clarify this statement?</p>	<p>All bid prices for a duration of three (3) years shall be fixed and shall not be adjusted during contract implementation, <u>except</u> 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. <i>(item 1.7, Section V. Special Conditions of the Contract)</i></p> <p>Therefore, price adjustment during contract implementation is allowable provided the resulting increase or decrease in bid prices falls under the above-enumerated exceptions.</p>
16	<p>On item 2.7- Obligation of Winning Bidder</p> <p>The winning bidder shall begin within 24hrs upon receipt of the written request by SSS, increase or decrease the number of assigned</p>	As stated, request for additional service personnel, aside from the regulars on duty and/or service beyond the regular hours, shall be recommended by the Security Department subject to the approval by the Administration Group. <i>(item 2.7,</i>

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	<p>service personnel provided that the said increase or decrease should not exceed the ABC for the relevant year. Can we charge SSS when the increase of personnel is requested by SSS?</p>	<p><i>Section V. Special Conditions of the Contract)</i></p> <p>Said request for increase in the number of personnel <u>must be requested in writing and duly justified by the concerned end-user</u>, of which the resulting increase/decrease should not exceed the ABC for the relevant year. This means that the total estimated expense for the requested increase shall be chargeable against the threshold amount for the relevant year – ABC per year less the amount of awarded contract per year.</p> <p>Then, <u>the request shall be recommended by the Security Department, subject to approvals by the Administration Group Head and Budget Department prior implementation.</u></p>
17	May we request for the excel file of the financial (Bid Form/Bid Breakdown) so we can proceed in computing for the financial proposals? We also need to check, since last time, there were cells that are not connecting.	Yes. Bidders will be provided with a soft copy of the financial proposal (Bid Breakdown) in Excel Format.
18	Clarification on the business tax return, can we submit a quarterly tax return? What we have is the 1 st quarter of this year.	The 4 th Quarter of 2022 and the 1 st Quarter of 2023.
19	If we will buy the bidding documents, can you send us soft copies?	The softcopy of the Bidding Documents can be downloaded from the PhilGEPS and SSS Websites.
20	<p>During the opening of bids, since we are in General Santos City, can we participate on-line?</p> <p>How about on the submission of bids?</p>	<p>Yes. Bidders can witness the opening of bids online through Microsoft Teams.</p> <p>The submission and opening of bids will be at the Bidding Room, 2nd Floor, SSS Main Office, East Avenue, Diliman, Quezon City.</p>