

PROJECT: THREE-YEAR CONTRACT FOR JANITORIAL SERVICES: (LOT 1 - VISAYAS CENTRAL 1 & 2 DIVISIONS (RE-ADVERTISEMENT)

A. QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	<p>(Regarding Annex 11, certificate of product registration per item)</p> <p>In case the supplier’s license to operate is for Food and Drug Administration (FDA) or Fertilizer and Pesticide Authority (FPA), will it suffice if we only have the certificate of product registration? If we will research on the product certification, it’s going to be per product. Other suppliers are giving out product certification, but it is different from the actual FDA and FPA approval. Though these certificates were issued by the two agencies.</p>	<p>The bidder must submit Annex 11 indicating the Certificate of Product Registration (CPR) No. for the listed cleaning solutions as well as pesticide and fertilizer products, if available. Said CPR No/s. is/are subject for FDA validation by the TWG. On the other hand, the bidder may submit a copy of a valid License to Operate (LTO) of the HUHS establishments in lieu of a valid FDA-issued CPR.</p>
2	<p>(Regarding Annex 8)</p> <p>Is the requirement for certificate of evaluation refers to 2 on-going contract/clients and for Single Largest Completed Contract (SLCC)?</p>	<p>Annex 8 refers to the performance evaluation of the prospective bidder on janitorial related contracts. The requirement is to submit a duly accomplished Annex 8 – Janitorial Service Provider Evaluation Sheet from its clients indicated in the SLCC and from two (2) on-going contracts.</p>
3	<p>Option for bidders who would like to submit its bid and supporting documents to the nearest branch.</p>	<p>Designated branches for submission of bid and supporting documents:</p> <ol style="list-style-type: none">1. SSS Davao Branch – SSS Bldg., J.P. Laurel Ave., Brgy. 20-B (Pob.), Davao City, Davao Del Sur2. SSS General Santos City Branch – SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City3. SSS Cebu Branch – SSS Bldg., Osmeña Blvd., Brgy. Kalubihan, Cebu City, Cebu4. SSS Bacolod Branch – SSS Bldg., Lacson St., Brgy. 17 (Pob.) Bacolod City, Negros Occidental <p>Kindly inform the BACSD thru email address bac@sss.gov.ph of your submission to the above-mentioned branches.</p>
4	<p>Will we base the 50% approved budget for 3 three years contract or just 1 year only?</p>	<p>The SLCC which must be equivalent to at least 50% of the ABC should be based on the one (1) year cost only.</p>
5	<p>While we appreciate the 20% Admin fee to cover the supplies, but, with the other four branches that are too far, the over-head were being offset. Primarily, this is the reason why we set the admin fee for those four areas at 35% .</p>	<p>The TWG has already emphasized during pre-bid conference, for this re-advertisement, the limit for the administrative overhead and profit margin which shall not exceed 20%.</p>

6	With the On-going contract, do we need to attach the contract?	No. the bidder is only required to submit the Statement of all its ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
7	Can we send the bidding documents via LBC?	<p>Yes. Just make sure that your bids must be submitted before 2:00p.m, August 10, 2023. You can also send your documents in a designated SSS branches. We will identify the branch through the bid bulletin.</p> <p>TWG Additional Reply: Designated branches for submission of bid and supporting documents:</p> <ol style="list-style-type: none"> 1. SSS Davao Branch – SSS Bldg., J.P. Laurel Ave., Brgy. 20-B (Pob.), Davao City, Davao Del Sur 2. SSS General Santos City Branch – SSS Bldg., Macar Highway, Brgy. Labangal, General Santos City 3. SSS Cebu Branch – SSS Bldg., Osmeña Blvd., Brgy. Kalubihan, Cebu City, Cebu 4. SSS Bacolod Branch – SSS Bldg., Lacson St., Brgy. 17 (Pob.) Bacolod City, Negros Occidental

B. WRITTEN QUERIES:

	Query/Clarifications	TWG/BAC Reply
1	<p>We would like to get a copy of the following excel file for the SSS Lot 1 Visayas Central 1 & 2 Divisions project.</p> <ol style="list-style-type: none"> 1. Bid Breakdown 2. Price Schedule 3. Form 10-12 (Equipment and Supplies) 	<p>Bid Breakdown and Price Schedule are included in the protected excel files, as follows:</p> <ol style="list-style-type: none"> 1. Bid Breakdown <ul style="list-style-type: none"> - Sheet no. 5 as 2023 Annual BD - Sheet no. 6 as Bid Breakdown – blank 2. Price Schedule <ul style="list-style-type: none"> - Sheet no. 1 as Supplies Cost - Sheet no. 2 as Brand of Supplies and Materials or Form 10 - Sheet 3 as Supplies Standard (1 Year) - Sheet 4 as 2023 Supplies Cost per Branch - Sheets 7 to 22 as Monthly Delivery Schedules per Branch 3. Form 10 (Branch of Supplies and Materials) is also included in the protected excel file.

		<p>However, excel copy of the following forms will be accomplished by an SSS Authorized Representative during contract implementation, hence will not be provided to the prospective bidders.</p> <ul style="list-style-type: none">- Form 11 (Monthly Inspection Report on Supplies and Materials)- Form 12 (Monthly Inspection Report on Tools and Equipment)
2	<p>Clarification on this: The BIDDER must have maintained a satisfactory level of performance from all of its clients duly declared in the submitted. Statement of all On-Going and Completed Government and/or Private Contracts.</p> <ul style="list-style-type: none">• What attachment we need to submit? Is this refers to Annex 8 po?	<p>No, only the statement (list) of the ongoing contracts is required to be submitted by the bidder for this particular item.</p> <p>Track records (item 2.c, Criteria 2) pertain to the requirement of satisfactory level of performance by the bidder in all of its clients duly declared in the submitted Statement of Ongoing and Completed Government and/or Private Contracts.</p>

C. TWG CLARIFICATION ON FORMS REFERENCING IN THE BID DOCS

1	Misreferenced forms found in the Special Conditions of the Contract	
	- item 2.23.iv on the RIS p. 27	Formerly Form 15 now Form 14
	- item 3.8 on the Semestral Performance Rating p. 29	Formerly Form 14 now Form 13
	- item 4 on the Monthly Inspection Reports	Formerly Forms 12 & 13 now Forms 11 & 12

Please refer to the attached revised Section V – Special Conditions of the Contract.