

ANNEX "A"

PROJECT: THREE-YEAR JANITORIAL SERVICES CONTRACT FOR LUZON OPERATIONS GROUP

QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

a. Issues raised during the Pre-bid Conference:

	Query/Clarifications	TWG/BAC Reply
1	<p>For Computation of Financial Component, are you going to provide us a soft copy?</p> <p>Is it possible if we request the excel copy even we didn't pay yet the bidding documents?</p>	<p>Yes</p> <p>Yes, we will issue the excel file together with the Bid Bulletin</p>
2	<p>For the Awarding of Contract, will it be on a per Lot basis?</p>	<p>Yes</p>
3	<p>For the Cost of Supplies and Materials, if ever we bid on a higher amount than the allocated budget, will SSS pay for it?</p>	<p>No. Bid should not exceed the approved budget for the contract.</p>
4	<p>For the SSS premium, what is your basis? We just noted that the premium being used does not fit with the existing contribution of 2021.</p>	<p>Since the budget was approved last year, the premium being used is the 2020 schedule of contribution. However, we will adjust the computation and implement the existing premium once the contract has been approved.</p>
5	<p>For the template of Single Largest Completed Contract (SLCC), the attachment was not identified. What are the requirements that we need to attach?</p>	<p>Attachments to the SLCC may be copy of contract, certificate of completion, among others.</p>
6	<p>For the Lots, if we will join in different Lots, do we need to submit one (1) eligibility only?</p>	<p>Documents that are applicable for all the lots and applicable for specific lots will be clarified through the Bid Bulletin.</p>
7	<p>For the Scope of Work, upon deployment of personnel, what would be the requirements of SSS? Is Medical Certificate acceptable or do</p>	<p>If they don't have any symptoms, RT-PCR, antigen or swab test is not required. The</p>

	they need to undergo the swab/RT-PCR test?	medical certificate is the standard requirement and sufficient enough for SSS.
8	For Pre-deployment of Janitorial Services, who will shoulder the expenses?	It is stipulated in the Special Conditions of the Contract that it is a part of the obligation of the winning bidder to shoulder the expenses of the janitors upon deployment.
9	For Administrative Fee, do you have a minimum standard?	For administrative overhead, the minimum standard is 10% but not to exceed 12%.
10	For Supervisor, is this per lot or per area?	You may identify a supervisor per lot. However, only one (1) was assigned by the agency to be the supervisor as compliance to this requirement.

b. Reply to written queries:

	Bidder's Query	TWG Response
1	Since this bidding is for four (4) lots and the bidders wanted to join for all the lots, how are we going to prepare the Technical/Eligibility documents? Is it per lot, or will it be possible for the bidder to submit one set of Technical/Eligibility documents for all the lots?	<ul style="list-style-type: none"> • For Technical and Financial documents, the bidder should submit one set per Lot since each bid will be treated separately. • For Legal Documents, the bidder can submit one set for all of the lots (4 lots)
2	Based on your Financial form and Breakdown rate, we would like to confirm if the SSS and Philhealth contributions will be based and effective on 2021? For example, in Philhealth, currently we still use the set of 2020 contributions but in the provided form it's already adjusted based on 2021. Kindly confirm.	<p>For the purposes of bidding the rates for the SSS Contribution is 12% and 3.5% for Philhealth</p> <p>During contract implementation the latest contribution rate shall apply in the actual billing.</p>
3	Cap on the amount of Supplies and Materials	Please refer to Annex 7.1 to 7.4 of the Bidding Documents.
4	Request for an excel copy of the Financial	Excel copy of the Financial

	form	form will be given during the issuance of the Bid Bulletin.
5	With regards to the Administrative fee, do you have a minimum standard like 10% Administrative fee?	Yes. In compliance with DOLE Department Order No. 174 s.2017 sec.11 (b) (ii)
6	In Form 5 (Statement of On-going Government and Private Contracts) and Form 6 (Statement of SLCC), it says that your requirement is only a statement, do we need to attach supporting documents, or will these documents be presented during post-qualification?	For Form No. 5 no need to submit Attachments. For Form no. 6 (SLCC) submission of supporting documents such as copy of contracts, certificate of completion, notice of award among others is required during the submission of the 1st and 2 nd envelope.
7	For the computation of ABC for the SLCC, is it dependent on the lot you want to join?	Yes, 50% of the ABC per Lot. But if you join the highest lot, your SLCC will be compliant to the other three (3) lots. Meaning your SLCC would be applicable to all the lots.
8	In the special conditions of the contract, Page 23, it says that the winning bidder will shoulder the pre-deployment expenses such as but not limited to medical exam/test and training, and shall not passed on to, or deducted from the salary of service personnel. Since this is a part of pre-deployment requirements and for consideration to the winning bidders, it should be a part of expenses of the personnel.	We maintain the provision under SCC Clause 1.2.e