



BIDS AND AWARDS COMMITTEE (BAC) I

PROJECT : THREE (3) - YEAR CONTRACT OF JANITORIAL SERVICES FOR SSS NCR PROPERTIES

ITB NO. : Goods 2021-008

SUBJECT : BID BULLETIN NO. 1

DATE : 08 January 2021

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places – December 23 to 30, 2020
Approved Budget for the Contract (ABC) and Source of Fund	₱9,474,008.00 per year Approved 2021 APP COB - MOOE
Price of BD (non-refundable)	₱10,000.00
Delivery Period	3 calendar years

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 04 January 2021. This shall form an integral part of the BD.

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

1. Schedule of activities as discussed in the Pre-bidding Conference:

- Deadline for the submission of written queries: Tuesday, 05 January, 2021
- Issuance of Bid Bulletin No. 1 – reply to written queries: Friday, 08 January 2021
- **Submission and opening of 2 envelopes: Monday, 18 January 2021, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

Only one company representative is allowed to attend the manual opening of bids. Other company representative may witness the opening of bids through Microsoft Teams. Kindly coordinate with the BAC Secretariat for the details.

2. Amendments/Clarifications - Annex “A”

3. Documentary Requirements

a. 1st Envelope

- a.1 PhilGEPS Certificate of Registration and membership.

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

- a.2 Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;


- a.3 Statement of Single Largest Completed Contract (SLCC) similar to the project to be bid, **with supporting documents**, equivalent to at least **50% of the ABC**, completed **within three (3) years** prior to the submission and opening

of bids, adjusted by the bidder to current prices using PSA's consumer price index;

For this purpose, similar contracts shall refer to Janitorial Services.

- a.4 NFCC Computation or committed Line of Credit (form supplied)
 - a.5 JVA, in case of Joint Venture – Class “B” Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance, except for SSS Clearance that must be complied by all JV partners);
 - a.6 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC, 5% of the ABC for Surety Bond **or Bid Securing Declaration – form supplied and a copy of the Authority to Notarize from the Notary Public**)
 - a.7 Technical Documents – project requirements
 - Section VI – Schedule of Requirements (page 50)
 - Section VII – Statement of Compliance with the Technical Specifications (pages 51 to 53)
 - a.8 Omnibus Sworn Statement (form supplied) **and a copy of the Authority to Notarize from the Notary Public.**
- b. Checklist of the 2nd envelope:**
- b.1 Bid Form (form supplied) – pages 55 to 56
 - b.2 Bid Breakdown (form supplied) – Softcopy of the Bid Breakdown will be provided to the bidders
- c. Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**
- c.1 2020 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
 - c.2 Quarterly VAT for the period January to June 2020 or latest available Quarterly VAT;
 - c.3 Documents listed in the Platinum Membership and updates, if any;
 - SEC/DTI Registration
 - 2020 Mayor's Permit
 - Valid Tax Clearance
 - 2019 Audited Financial Statement filed through EFPS
 - Certification of the Availability of the standard tools and equipment (Annex 1.5)
 - Sworn statement that it has adequate training program for its employees, and that all employees hired and deployed in their respective areas of assignments have been well trained in the proper use of tools and equipment, supplies and materials including basic pest control management and landscape and plant management.
4. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB).
 5. All documents that need notarization should be notarized by the Notary Public himself/herself who has the authority to do so for the current year. **A copy of the Authority to Notarize from the Notary Public must be submitted.**
 6. Bidder must sign on each and every page of the Bid Proposal (1st and 2nd envelope).

Prepared by:



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Concurred by:



ALBERTO A. DIAZ
Chairperson, TWG

Approved by:



ERNESTO D. FRANCISCO, JR.
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Bids and Awards Committee I

Annex "A"
BAC Resolution No. BB-2021-004
dated 08 January 2021