



BIDS AND AWARDS COMMITTEE (BAC) I

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

ITB NO. : Goods 2021-045

SUBJECT : BID BULLETIN NO. 1

DATE : 18 October 2021

Details of the bidding, as advertised:

Advertisement:	Posting at Website & Conspicuous Places – September 29 to October 06, 2021
Approved Budget for the Contract (ABC) and Source of Fund	Lot I: ₱ 9,841,065.47/year Lot II: ₱17,299,645.19/year Lot III: ₱16,214,907.42/year Lot IV: ₱ 6,663,269.19/year Approved 2021 APP COB - MOOE
Price of BD (non-refundable)	Lot I: ₱10,000.00 Lot II: ₱12,500.00 Lot III: ₱12,500.00 Lot IV: ₱7,000.00
Delivery Period	3 Years from receipt of Notice to Proceed and Signed Contract

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 07 October 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: Monday, 11 October 2021
- Issuance of Bid Bulletin No. 1 – reply to written queries: Monday, 18 October 2021
- **Submission and opening of 2 envelopes: Thursday, 28 October 2021, 2:00 p.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City**

Revised Schedule:

- Issuance of Bid Bulletin No. 1 – reply to written queries: Tuesday, 19 October 2021
- **Submission and opening of 2 envelopes: Thursday, 28 October 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 The following Eligibility requirements shall be applicable to any or all lots the bidder intends to participate:

a.1.1 PhilGEPS Certificate of Registration and membership. In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

a.1.2 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.1.3 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 constitutes compliance.

a.1.4 Omnibus Sworn Statement (form supplied) **and a copy of the Authority to Notarized from the Notary Public**

a.2 The following Technical and Financial documents shall be submitted on a per lot basis. Please indicate on the document the corresponding lot number the bidder intends to participate:

a.2.1 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 five (5) years** prior to the submission and opening of bids;

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

a.2.2 NFCC Computation or committed Line of Credit (form supplied)

a.2.3 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 copy of Authority to Notarize from the Notary Public**).

a.2.4 Technical Documents – project requirements

- Section VI – Schedule of Requirements (page 32)
- Section VII – Statement of Compliance with the Technical Specifications (pages 33 to 34)

- b. **Checklist of the 2nd envelope:**
- b.1 Bid Form (form supplied) – pages 40 to 47
 - b.2 Bid Breakdown (form supplied) – pages 48 to 59
- 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 2021 or latest available Quarterly VAT;
 - c.3 Documents listed in the Platinum Membership and updates, if any;
 - SEC Registration together with GIS/DTI Registration
 - 2021 Mayor's Permit
 - Valid Tax Clearance
 - 2020 Audited Financial Statement filed through EFPS
4. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB) per lot.
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). Failure to do so shall be a ground for the rejection of the bid.

Prepared by:

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Concurred by:

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Chairperson, TWG

Approved by:

RIZALDY T. CAPULONG
Executive Vice-President &
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Bids and Awards Committee I

Annex "A"
BAC Resolution No. BB-2021-095
dated 19 October 2021