

PROJECT: BUILDING AND FACILITIES MAINTENANCE SERVICES**QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:**

	Query/Clarifications	TWG/BAC Reply
6.1	For clarification, in the data for Administrative Expenses in the Bid Breakdown Form, the percentage is not more than ten (10)?	The administrative expense should not be less than 10%. Please refer to the revised Bid Breakdown. This amends Form 02 Bid Breakdown.
6.2	2 The computation is based on VAT X?	Yes. VAT is included.
6.3	We notice that you are requiring the DOLE Certification (BO174) as part of the Technical Documents. The administrative fee for the BO174 should not be lower than the prescribed minimum which is ten percent (10%), however in the presentation it was stated that the Administrative Fee is not more than ten percent (10%) which is an opposing statement.	Please refer to Item 6.1.
6.4	There is a disparity in the Form 02 regarding the cost of year 1 and cost of year 2 with an additional five percent (5%) increment with a total project cost of 7.98 million. However, based on the notes the total ABC for both year 1 and year 2 is 8.76 million. Which ABC should we follow, the one presented in the table or the one in the notes?	The total ABC as published is ₱102,177,988.33 broken down as follows: Lot 1: ₱53,972,846.20 Lot 2: ₱24,102,571.07 Lot3: ₱10,955,714.11 Lot 4: ₱13,146,856.95
6.5	We noted the computation used in the overtime was based on the total billing per month. Converted it to total billing per day, which is ₱1,472.79 per day then converted it to the total billing per hour which is ₱184.10. The product of ₱38,000 does not compose of the 10%. We	Yes. During the billing, the computation will be based on the the contract rate and actual number of hours rendered but not to exceed the allocated budget.

	<p>just want to clarify if we bill the SSS, the total billing per month with an Admin Fee would be the basis.</p> <p>Also noted the difference in the presentation where the overtime (OT) for non-working holiday is 200% but in reality, it is only 30%, so is this for budgeting purposes only?</p>	<p>Yes.</p>
6.6	<p>What possible situation are you referring in the statement “emergency in case of calamity”?</p> <p>The service provider will still be paid on those cases?</p>	<p>These are the situations caused by a “force majeure” or extreme disaster like heavy floods, fire, earthquake, etc.</p> <p>Yes, by rendering their services under these situations.</p>
6.7	<p>The budget for the SSS premium contribution does not include the overtime, it only includes the basic pay and the SIL. As per your guidelines, all remunerations except the 13th month pay.</p> <p>So, the overtime and the night differential would be the basis for the SSS premium. Can we deal on that in an actual basis?</p>	<p>Yes.</p> <p>Yes.</p>
6.8	<p>Regarding the qualification of the worker, you require at least two (2) TESDA certification for the three (3) position as stated in your Bid Documents. Is this a bit too much?</p>	<p>During the run-through of this project, this was the suggested and agreed requirement to be complied.</p>
6.9	<p>Regarding the SLCC, if the bidder will submit a contract that pertains to facilities but the contract includes multi-skilled technicians, will that be considered?</p>	<p>Similar Contracts refers to project of procurement for multi-skilled/experienced technicians in building and facilities maintenance services. If the multi-skilled/experienced technicians are mixed with other allied positions under one project, the contract to be attached as basis shall be accepted</p> <p>This amends Section 3 – Bid Data Sheet.</p>

6.10	<p>May we able to get a copy of the complete list of assets or equipment that needs maintenance including their schedule of maintenance? That will be the basis for our computation.</p> <p>It will be our basis for the 52-week scheduling of preventive maintenance, so that we will know what productivity rate we will using for the computation. The condition and the capacity of the assets will be a big help in our assessment.</p> <p>So, the basis will be the current deployment?</p> <p>The Project Managers and Supervisors are also included in this number?</p>	<p>The provision of the list of equipment for this project is not needed since the number of personnel required under this project already takes into consideration the existing list of assets or equipment due for regular maintenance.</p> <p>The number of personnel per lot stated in the bid documents will be the basis and you will stick to that number and no need for exceeding it.</p> <p>No. These are for technicians only. The Project Managers and Supervisors shall come and at the expense from the service provider.</p>
6.11	<p>If there will be other duties to be assigned relative to building operations and maintenance, is there a process flow of work orders so that the technicians will be aware that they are required to do such work orders?</p> <p>So, there will be documentation?</p> <p>How about the work at height?</p>	<p>Yes.</p> <p>Yes.</p> <p>Ladders and scaffolding will be provided by SSS.</p>
6.12	<p>Does the technician need a work permit in accomplishing their task?</p>	<p>Since it is within the SSS premises and their tasks are In-House projects, there is no need for work permit.</p>
6.13	<p>Regarding the budget, there is Year 1 and Year 2. In Year 2, there is an increment of five percent (5%). Am I correct that the increment will not be billed to SSS?</p>	<p>Yes. The basis will be the actual daily computation, average daily rate and premium computations. Year 1 and Year 2 computations are just basis for the computation of the ABC.</p>

	<p>For clarification, the performance bond coverage will be with the five percent (5) increment?</p> <p>Is the performance bond inequitable to what the winning bidder will be having as what the total contract is, since the five percent (5%) increment will not be part of the billing to SSS?</p>	<p>Yes.</p> <p>This was applied in the previous years and a practice in the SSS.</p>
6.14	<p>If ever we are going to participate for four (4) Lots, is it okay to submit only one (1) set of Technical Documents? Except, for the forms that are required for the per Lot basis.</p>	<p>Yes, as long as it is properly labelled that it is applicable to all the Lots.</p>
6.15	<p>Will there be a working station or office allotted for the service provider per site?</p> <p>Will there be an office table, chair, computers, and lockers provided in the working area?</p>	<p>In the Main Office, there is an area that is usually used for the Supervisor. In the Division, the Office of the Division Head may allocate an area to serve as the working station for the service provider.</p> <p>SSS will only provide the area. The office equipment and supplies will be at the expense of the service provider.</p>
6.16	<p>Do we need to submit the Omnibus Sworn Statement in a per Lot basis?</p>	<p>No, you do not need to submit the Omnibus Sworn Statement on a per lot basis. The Omnibus Sworn Statement applies to all the Lots.</p>

WRITTEN QUERIES:

	Query/Clarifications	TWG/BAC Reply
	<p>1.1 On the SLCC, can a bidder attached a contract that includes other position. Since most of our clients includes Multi-Skilled Technicians on the Technical and other General Support Services. It is very seldom to see a contract that pertains only to Multi-Skilled Technicians. As a proof we can attached the detailed cost breakdown to qualify the amount of Multi-skilled</p>	<p>- For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Procurement for multi-skilled/experienced technicians in building and facilities maintenance services. b. Completed within five (5) years prior to the deadline for the submission and receipt of bids. c. If the multi-skilled/ experienced

<p>technician.</p> <p>Further, will it be acceptable to attached a contract that was not necessarily same i.e electromechanical Technician vs. Electrician.</p> <p>1.2 P.26 Qualifications, as part of qualifications of the positions as stated in the Bidding documents. The Incumbent is required to have at least two (2) TESDA Certifications. May we confirm that the TESDA Certification is not limited to NCII.</p> <p>1.3 Price Schedules/ Bid Break down for all lots,</p> <p>a. Item V Administrative Cost (not more than 10%). May confirm if the maximum admin fee is at 10% whereas in the DOLE 174 s.2017 Section 11, b, ii - (The place or work and terms and conditions governing the contracting arrangement, to include the agreed amount of the contracted job or work as well as the standard administrative fee of not less than ten percent (10%) of the total contract cost).</p> <p>b. The formula for night differential is 10% instead of</p>	<p>technicians are mixed with other allied positions under one project, the contract to be attached as basis shall be accepted.</p> <ul style="list-style-type: none"> - Both the electromechanical technicians and technicians are specified in the scope of work under the “Building and Equipment” and “Electro-Mechanical Facilities”. <p>If the multi-skilled/ experienced technicians are mixed with other allied positions under one project, the contract to be attached as basis shall be accepted.</p> <ul style="list-style-type: none"> - To comply with the qualifications, each technician must have at least two (2) TESDA Certifications. <p>Any TESDA certification, i.e., NCI, NCII or NCIII related to the maintenance of a building and its facilities are acceptable.</p> <ul style="list-style-type: none"> - Please adopt the 10% Administrative Cost. The TWG will revise Form 02 wherein the cell to be filled/typed will be the Applicable Daily Rate (ADR) to create a window of competition provided that the computed total cost will not exceed the ABC. <p>Please see attached revised Form 02 and PBD for your reference.</p> <p>Regardless of whether we use the 10% or the 110% formula, the sum</p>
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	110%, though we understand that amount stated is for budgeting purposes only.	will lead to the same result.
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SUBMITTED BY:

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