

ANNEX “A”

PROJECT: JANITORIAL SERVICES CONTRACT FOR LUZON NORTH 1 & 2, LUZON CENTRAL 1 & 2, LUZON SOUTH 1 & 2, AND LUZON BICOL DIVISIONS

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

	Query/Clarifications	TWG/BAC Reply
1	Will the bidders be provided with the soft copy of the forms presented?	Yes, bidders will be provided with the soft copy of the forms presented.
2	What if the prospective bidders purchase the Bid Docs by Monday, will they be able to get the soft copy of the Bid Breakdown?	<p>The bidders need only to present the R6 form as proof that they already paid the Bid Docs. The BAC Secretariat Department will then release the soft copy of the Bid Breakdown.</p> <p>The bidder may also opt to send an email to the BAC Secretariat Department at bac@sss.gov.ph requesting a soft copy of the Bid Breakdown.</p>
3	In the presentation earlier, it shows that the maximum in the administrative fee is fifteen percent (15%), does it mean that when the administrative fee is at nine percent (9%) the bidder is already disqualified?	The standard Administrative Fee ranges from ten percent (10%) to fifteen percent (15%), i.e., the fee shall not be less than 10% but not more than 15%.
4	Since the Platinum Certificate from PhilGEPS is already updated, is that sufficient as documentary requirements?	<p>Yes. During the Bid Opening, we only require the Certificate of PhilGEPS Registration. However, the documentary requirements as supporting documents to the Certificate of PhilGEPS Registration will be required for submission by the Lowest Calculated Bidder (LCB) during the post-qualification.</p> <p>Please refer to Clause 20 of the Philippine Bidding Documents.</p>
5	Concerning the legal documents, once the legal documents indicated in the PhilGEPS Certification expired, automatically the	The legal documents indicated in the PhilGEPS Certificate of Registration shall be submitted during the post qualification period.

	PhilGEPS Certification will be suspended. How will that affect the Bid Opening?	In case of expired documents (e.g. Mayor's Permit), the LCB shall submit the expired document and the proof of application for renewal.
6	Regarding the SLCC, what will be our basis if we intend to join all the Lots?	For the SLCC, if you intend to join for all the lots, the basis should be fifty percent (50%) of the highest ABC among the lots. For per lot only, the basis shall be fifty percent (50%) for each lot.
7	Regarding the submission of Financial Documents, since we intend to join all the Lots, do we need to submit four (4) envelopes?	Bidder shall submit four (4) separate sets of financial documents, one (1) per lot, with proper identification to which the documents are intended to, and may submit them in one (1) envelope.
8	Is site inspection required?	Site inspection is optional only for the prospective bidder and is scheduled starting 06 February 2025 up to 19 February 2025.
9	This is only physical submission?	Yes.
10	We noted that the statutory benefit of separation pay is not included in the excel file, but it is mentioned in the requirement.	Kindly put your query into writing for clarification through the Bid Bulletin. Please refer to Item B.5 below.
11	Regarding the SSS contribution, are we going to use the current rate for computation?	For now, you may use the data presented in the form and we will adjust the rate during implementation.
12	Is there a specification for each item for tools and equipment (page 101)?	Kindly put your query into writing for clarification through the Bid Bulletin. Please refer to Item B.6 below.

B. WRITTEN QUERIES:

	Query/Clarifications	TWG/BAC Reply
1	How soon after notice of award will the commencement of contract begin?	Please refer to Item No. 1 of Section VI-Schedule of Requirements.
2	Will there be transitioning of existing personnel in each site?	Yes.

3	Do we need to declare the extra 5% provision for extra services?	No. The 5% allocation for extra services is included in the Excel file of the Bid Breakdown.
4	On the penalties, is the counting of offenses per site or per lot?	Regarding penalties, the counting of offenses is per incident per site.
	Will the counting of offense be back to zero once reliever is provided?	No.
5	Query on the cost computation for manpower, no provision for separation pay and HMO but it was listed on Number 2 item k of Obligations of the winning bidder under Special Conditions of Contract: 2. k. The Winning Bidder shall comply with all the rights and benefits of its service personnel under the Labor Code and Department Order No. 18-A, Series of 2011 on: safe and healthful working conditions; labor standards such as, service incentive leave, rest days, overtime pay, 13th month pay and separation pay; retirement benefit; contributions and remittance of SSS, Philhealth, Pag-IBIG Fund, and other welfare benefits; the right to self-organization, collective bargaining and peaceful concerted action; and the right to security of tenure must be provided.	Yes, there is no provision for separation pay and HMO. In essence, the service provider-winning bidder must comply with the existing rules on employees' rights and benefits embodied in the Labor Code. The separation pay, as mandated by law, should be shouldered by the employer under authorized causes. The provision on separation pay in the Special Conditions of Contract is in compliance with the DOLE Department Order No. 18-A regarding the regulations governing contracting and subcontracting arrangements.
6	Specifications for the listed equipment that needs to be provided <ul style="list-style-type: none"> Aluminum ladder – height and type Buggy cart (for garbage collection) – capacity Floor Polisher, 17" (175-300 rpm) – preferred brand 	Specifications of tools and equipment: <ul style="list-style-type: none"> 8-step aluminum ladder; heavy duty 90x50x40 cm, 2 wheeled, 200 liters capacity Wet and dry 17" industrial polisher 175-300 rpm; 1200w; 220v-240v; cable length; 12m; weight: 51 kg. (No preferred brand)

	<ul style="list-style-type: none"> • Plastic Drum – capacity • Pressurized Washer – specifications and preferred brand • Squeegee, glass wiper – length • Tong – is this for garbage picking? • Flashlight w/ batteries – specifications and preferred brand • Vacuum cleaner, wet & dry type – capacity and preferred brand 	<ul style="list-style-type: none"> • High quality plastic drum; 200L; 4.8 kg., with removable cover • Portable; voltage: 220-240V; max pressure: 100 bar; rated power: 1200 W. (No preferred brand) • Microfiber + ABS + alloy + rubber; 120-180cm (length); 1x window squeegee; 2x cleaning cloth; heavy duty • 36 inches long grabber; lightweight aluminum. (For garbage picking) • Original portable LED flashlight; built-in 1 18650 lithium battery (including battery); power bank function; power supply: USB or battery; material: aluminum alloy. (No preferred brand) • High power barrel suction; dry & wet blowing; 1200 W high power; capacity: 15L; 220 V; machine caliber: 32mm; vacuum range: 16-18 kpa; gross weight & net weight: 4/3.5 kg; product size: 310300320mm. (No preferred brand) <p>Specifications of other tools and equipment:</p> <ul style="list-style-type: none"> • Caution signs "wet floor" A type - 31x28x63cm; yellow; heavy duty • Extension wire - Flatcord wire; 15 meters; #16/2C; 2 gang universal surface type outlet 10A 250V; plug: 10A 250V; max. wattage: 2500 w; high quality; durability
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		<ul style="list-style-type: none"> • Garden hose & accessories <ul style="list-style-type: none"> - 20-30 meter garden water hose; heavy duty nozzle and fitting connector; high temperature resistant; flame retardant • Toilet bowl plunger/pump <ul style="list-style-type: none"> - Has a strong suction base; unclogs toilet with minimum effort; thick rubber base • Spatula <ul style="list-style-type: none"> - Stainless steel 3"; heavy duty; high quality; wooden handle • Squeegee bucket <ul style="list-style-type: none"> - Rectangle polypropylene bucket; overall depth: 11 inch; capacity: 6 gallons; • Utility belt bag <ul style="list-style-type: none"> - Material: condura; size: 11 x 7.5 in; with 4 pockets; with large pocket and other pouches/pockets for handheld tools; adjustable waistband; waterproof and washable; durable • Utility cart <ul style="list-style-type: none"> - Heavy duty platform hand trolley push cart; load capacity 300 kgs; • Color-coded trash cans with pedal <ul style="list-style-type: none"> - Durable plastic, pedal operated for hands-free disposal; 15L; (biodegradable, non-biodegradable, recyclable) • Grass cutter <ul style="list-style-type: none"> - Gas-powered, high-quality steel; dimension: approx. 22 cm
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		<p>(head); 17.5 cm (blade); 57 cm/75 cm; elastic handle</p> <ul style="list-style-type: none"> • Sprayer machine <ul style="list-style-type: none"> - 16L-20L; robust construction; heavy duty trigger control; inline filter to prevent nozzle clogging; heavy duty poly piston; comfortable carrying • Plastic pail <ul style="list-style-type: none"> - High quality utility pail with metal handle; size: 24L • Suction cup <ul style="list-style-type: none"> - Diameter of cups: 4-2/3inch; suction pad thickness: 7mm; max lifting weight is 200 lbs. • Bucket with wringer <ul style="list-style-type: none"> - Lightweight bucket and side press wringer; 36 L • Bolo <ul style="list-style-type: none"> - Traditional bolo with a length of 250-350 mm: 3/16 inches thick; tapering 3/32 at the tip; made of carbon steel
7	May we request an Excel copy of the Financial Bid Form that was presented during the Pre-Bid meeting last Friday for the Janitorial Services Contract covering all Lots (Lot I to Lot IV). Having this document in Excel format will greatly assist our team in preparing a comprehensive and accurate bid proposal.	We will provide the excel copy of the Financial Bid Form together with the Bid Bulletin.
8	We would like to seek clarification on the delivery schedule for the required Supplies and Materials. Could you please confirm whether the bidders are expected to deliver these items on a monthly basis, as indicated in the schedule, or if there is flexibility to deliver based on the cash conversion	Yes, delivery of Supplies and Materials is on a monthly basis. However, delivery may be scheduled up to three (3) months in advance, if necessary, but the payment should be on a monthly basis.

	cycle of the items? We would appreciate your guidance on this matter to ensure that our bid submission is compliant with the requirements.	
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C. OTHER AMENDMENT:

SPECIAL CONDITIONS OF THE CONTRACT

GCC CLAUSE 1	<p>Provision on Data Privacy</p> <p>The bidder and its implementation partner/s, including its personnel who shall be assigned to the project, must comply with the pertinent provisions of Republic Act No. 10173 (data Privacy Act of 2012), its Implementing Rules and Regulations (IRR), or any subsequent official issuance/guideline on Data Privacy, if applicable.</p>
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