



BIDS AND AWARDS COMMITTEE (BAC) I

PROJECT : JANITORIAL SERVICES CONTRACT FOR SSS MAIN OFFICE, BAGBAG AND POEA; NCR OPERATIONS GROUP; VISAYAS WEST 1 AND 2 DIVISIONS; AND NCR PROPERTIES

ITB NO. : ITB-NGPA-SSS-GOODS-2026-018

SUBJECT : BID BULLETIN NO. 1

DATE : 18 MARCH 2026

Details of the bidding, as advertised:

Advertisement	Posting at PhilGEPS, SSS Website, and Conspicuous Places 25 February 2026 to 04 March 2026		
Approved Budget for the Contract (ABC) and Source of Fund	₱405,672,699.00 for three (3) years, broken down as follows:		
	Project Name	Code PAP	ABC
	Lot 1 - Main Office, Bagbag and POEA	2026-0300	₱45,198,362.00/year
	Lot 2 - NCR North and East Divisions	2026-0304	₱34,463,713.00/year
	Lot 3 - NCR West and South Divisions	2026-0306	₱28,550,103.00/year
	Lot 4 - Visayas West 1 & 2 Divisions	2026-0308	₱13,071,360.00/year
	Lot 5 - NCR Properties	2026-0305	₱13,940,695.00/year
Delivery/Completion Period	Three (3) Years upon turn-over after the receipt of the 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-bid Conference on **05 March 2026**. This shall form an integral part of the BD.

Under Section 51.5.3 of the IRR of RA 12009, 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, 09 March 2026**
- Issuance of Bid Bulletin No. 1–reply to queries: **Thursday, 12 March 2026**
- Pre-Screening of Documents: **Monday, 16 March 2026**
- Submission and opening of two (2) envelopes: **Thursday, 19 March 2026, 10:00 a.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 queries: **Wednesday, 18 March 2026**
- Pre-Screening of Documents: **Monday, 23 March 2026**
- **Submission and opening of two (2) envelopes: Thursday, 26 March 2026, 10:00 a.m. at the 2nd Floor Bidding Room, SSS Main Building, East Avenue, Diliman, Quezon City.**

2. Amendments/Clarifications – “Annex A”

3. Documentary Requirements

a. 1st Envelope

a.1 PhilGEPS Certificate of Registration (Platinum 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) that is similar to the procurement 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, and whose value adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices.**

For this purpose, contracts similar to the Projects shall be: Contract for Janitorial Services.

SLCC should be a project without a Non-Disclosure Agreement.

a.4 Net Financial Contracting Capacity (NFCC) computation or Committed Line of Credit (form supplied)

a.5 Joint Venture Agreement (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.6 Bid Security

a.6.1 Cash or Cashier’s/Manager’s Check – 2% of the ABC per lot or

a.6.2 Surety Bond – 5% of the ABC per lot or

a.6.3 Bid Securing Declaration per lot

a.7 Technical Documents – project requirement

a.7.1 Section VI – Schedule of Requirements (pages 78-80)

a.7.2 Section VII – Statement of Compliance with the Technical Specifications (pages 81-83)

a.8 Omnibus Sworn Statement.

a.9 Foreign ownership limited to those allowed under the rules may participate in this Project, provided must submit any of the following:

- a.9.1 Copy of Treaty, International or Executive Agreement; Or
 - a.9.2 Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
 - a.9.3 Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.
- b. **2nd envelope**
- b.1 Bid Form (form supplied) – pages 86 to 95
 - b.2 Bid Breakdown (form supplied) – pages 96 to 148
- c. **Additional Requirements to be submitted by the bidder with the Lowest Calculated Bid**
- c.1 Registration Certificate from Security Exchange Commission, for corporation including Articles of Incorporation and General Information Sheet, Department of Trade and Industry for sole proprietorship, or Cooperative Development Authority for cooperatives or its equivalent documents.
 - c.2 2026 Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
 - c.3 Valid Tax Clearance per E.O. No. 398, s2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
 - c.4 Latest Audited Financial Statement filed through Electronic Filing and Payment System (EFPS)
 - c.5 Latest Income Tax Return filed through EFPS corresponding to the submitted Audited Financial Statement
 - c.6 Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last (6) months prior to the submission and opening of bids filed through EFPS.
4. Secretary's Certificate/Special Power of Attorney must clearly specify the name and position of the authorized representative who will:
- a. submit its bid; and
 - b. sign the contract (in case of award)
5. The award shall be issued to the bidder whose offer has been determined as the Lowest Calculated and Responsive Bid (LCRB).
6. All documents requiring notarization must be notarized by the Notary Public personally, who is duly commissioned and authorized to perform notarial acts for the current year.

Prepared by:


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Approved by:



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Bids and Awards Committee III

“Annex A”

BB No. 2026-I-001
dated 18 March 2026

ANNEX "A"

PROJECT: JANITORIAL SERVICES CONTRACT FOR SSS MAIN OFFICE, BAGBAG AND POEA; NCR OPERATIONS GROUP; VISAYAS WEST 1 AND DIVISIONS; AND NCR PROPERTIES

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

	Query/Clarifications	TWG/BAC Reply
1	Which profit margin should we apply: GPPB or DOLE?	The administrative overhead and profit margin contained in the bid proposal shall be guided by Section 11.b.ii of DOLE DO No. 174 series of 2017 which prescribes a standard administrative fee of not less than 10% of the total contract cost.
2	When will we receive the Excel file?	The Excel file for the bid breakdown is provided in this Bid Bulletin.
3	With respect to the specifications and ISO accreditation, may our company be allowed to participate notwithstanding that our accreditation applications and required trainings are still ongoing?	No. The bidding documents explicitly require a valid and existing ISO certification at the time of submission of bids.
4	Is there a specific folder color required for submission?	There is no prescribed color for folders in the submission of bids.
5	We encountered a technical problem regarding protected file. <ul style="list-style-type: none"> 1. The formula indicated is incorrect. 2. We will recommend correcting the formula to ensure its accuracy. 	During the preparation of the bid documents, including all required forms, the formulas were reviewed and tested. However, if you continue to encounter any technical problem regarding the protected file, e.g., formula, you may communicate with the BAC Secretariat Department thru the following channels: <p>Tel. Nos. (632) 8922-1070; 8709-7198 local 3424/3420</p> <p>Email – bac@sss.gov.ph</p>
6	What if we are in a joint venture and only one of us is ISO-accredited while the other is still in the process of obtaining accreditation?	In the case of Joint Venture (JV) arrangement, at least one partner in the JV should be ISO-accredited.

B. WRITTEN QUERIES:

	Query/Clarifications	TWG/BAC Reply
1	In computing the Manpower Cost, may we confirm the number of days to use for a 6-days work week, is it 313 days?	Yes.
2	In computing the Administrative Expenses, can we use the GPBB which does not have a ceiling, or DOLE which is 10%?	Please refer to our response to Item A.1.
3	For ongoing contracts and SLCC, should there be an attachment or just the statement itself?	There should be supporting documents attached, not just the statement, to substantiate the SLCC. The exact documents required should also follow what is specified in the Bidding Documents or Checklist of Eligibility Requirements.
4	How many copies should we submit?	Submit one (1) original and two (2) copies of both first and second envelopes (Eligibility and Technical, and Financial documents).
5	Do you allow zero costing for supplies and equipment?	Yes, zero costing for supplies and equipment may be allowed, provided that it is indicated in the bid breakdown as zero (0). As provided in the Bidding Documents, bidders shall complete all fields in the bid breakdown in accordance with the instruction in the bidding documents. If an item is provided at no cost, the bidder may indicate dash (-), zero (0) or free as provided under the notes of the bid breakdown.
6	In computing for PhilHealth, will we use 5%?	Yes.
7	Would you be able to provide a detailed table format for calculating the costs of both manpower?	Please refer to our response to Item A.2.
8	Do you have any recommendations on the preferred method for submitting the bid? Is there a specific folder or envelope we should use for the submission?	Bidders shall submit their bids in physical, sealed envelopes with separate envelopes for eligibility, technical, and financial documents, properly labeled in accordance with the requirement of the bidding documents. Bidders are advised to follow instructions indicated in the Section II. Instruction to Bidders of the bidding documents. There is no specific folder or envelope required for submission.

9	Can a bidder be considered eligible even if they do not have an ISO certification, but their joint venture partner has one?	Please refer to our response to Item A.6.
10	May we kindly confirm whether all supplies are required to be FDA-approved? Does this requirement also apply to tools and equipment, or only to chemical products? If the requirement applies only to certain items, could you provide a list of the supplies that must have FDA approval.	<p>Not all supplies are required to be FDA-approved.</p> <p>Items that need FDA approval (with Certificate of Product Registration – CPR)</p> <ol style="list-style-type: none"> 1. Aerosol Spray (under Basic Pest Control) <ul style="list-style-type: none"> o Must be registered with the Food and Drug Administration o Requires Certificate of Product Registration (CPR). 2. Rat Bait (under Basic Pest Control) <ul style="list-style-type: none"> o Must be registered with the Food and Drug Administration o Requires Certificate of Product Registration (CPR). 3. Complete Fertilizer (14-14-14) – registered with the Fertilizer and Pesticide Authority (FPA), not FDA, and supported by CPR from FPA. <p>Further, FDA approval is not required on tools and equipment.</p>
11	If FDA approval is required, may we kindly ask what proof or supporting documents should be submitted to verify compliance?	During contract implementation, the winning bidder will be required to present the valid Certificate of Product Registration (CPR) issued by the Food and Drug Administration (FDA) for the Aerosol Spray and Rat Bait. In addition, the Complete Fertilizer (14-14-14) under Landscape Maintenance Supplies must be registered with the Fertilizer and Pesticide Authority (FPA) and supported by the corresponding CPR issued by the FPA.

C. OTHER CLARIFICATIONS:

This is to clarify that the total ABC of ₱135,224,233.00 for three (3) years, as indicated in the ITB, should be ₱405,672,699.00 for three (3) years.