



SUPPLEMENTAL/BID BULLETIN NO. 1

Procurement of Janitorial Services for CY 2022 (DOT-BAC IB No. 2021-019 EPA)

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the virtual Pre-Bid Conference held on 06 January 2022 for the above-mentioned project.

A. Clarifications of Bidders

PARTICULARS / QUERIES	AMENDMENT/CLARIFICATION
Qualifications of Service Provider, Item No. 5 – “The Service Provider must be amenable with the GPPB Guidelines in determining its administrative costs, thus, the Service Provider may opt to bid with an administrative cost of at least 10%”	Delete this item. To clarify, there is no minimum cost/percentage of Administrative Overhead and Margin (Agency Fee). As long as the total offer (bid) is within the DOT-Approved Budget for the Contract (ABC) and that all rates provided in so far as the amounts due to the government and due to the security guards are in accordance with existing rules and regulations, such as salaries and benefits (e.g. SSS, PhilHealth, PAG-IBIG, taxes, etc.), the bid shall be considered. The prospective bidder must also follow the financial bid breakdown format or template to ensure that all components of the cost are reflected in the financial bid proposal (copy attached) but the rates, particularly those due for the janitors and the rates due for government are in accordance with existing law, rules, and regulations.
Philhealth Contribution	The PhilHealth Premium Rate shall be four percent (4%), following the latest PhilHealth issuance/advisory: (Average Pay per month x 4% ÷ 2) Attached is a copy of the Philhealth Circular No. 2020-0005.
SSS Contribution	PhP2,045.00/janitor/per month following the latest SSS issuance for PhP15,2500.00 - 15,749.99/monthly salary bracket in accordance

	with SSS Circular No. 2020-034-b.
No. of Workdays	313-days
If the bidder will bid with an Administrative Cost of less than ten percent (10%), will the bidder be disqualified?	<p>The minimum administrative cost of ten percent (10%) will not apply.</p> <p>There shall be no minimum cost/percentage of Administrative Overhead and Margin (Agency Fee). The bid will be considered as long as the total offer (bid) is within the DOT-Approved Budget for the Contract (ABC) and that all rates provided in so far as the amounts due to the government and due to the janitors are in accordance with existing rules and regulations, such as salaries and benefits (e.g. SSS, PhilHealth, PAG-IBIG, taxes, etc.).</p> <p>This is in accordance with the position of the Government Procurement Policy Board (GPPB) as stated and explained in various issuances that imposing a minimum administrative fee of 10% of the total contract cost for Service Agreement runs counter to the provision of Section 31 of RA 9184 and its IRR.</p>
Is the uniform free of charge?	The uniform will be shouldered by the Service Provider.
In No.18, Section II, Duties and Responsibilities of the Service Provider, please specify what are the required tools, devices and equipment.	The required tools, devices and equipment are the tools, devices and equipment mentioned under Section II. Duties and Responsibilities of the Service Provider, D. EQUIPMENT, TOOLS, SUPPLIES AND MATERIALS.
When are we going to submit the copy of an updated proof of payment or receipts for the SSS, Philhealth, PAG-IBIG contribution?	A copy of an updated proof of payment or receipts (within the last 6 months from the date of bid submission for the SSS, Philhealth, PAG-IBIG) must be prepared by the Lowest Calculated Bidder (LCB). The same documents may be required to be submitted by the BAC for purposes of post-qualification.
In the submission of the Platinum PhilGEPS Certification, do we need to submit SEC/DTI registration, Mayor's Permit, Tax Clearance, and Audited Financial Statement?	Need to submit the whole documents of the Platinum PhilGEPS Certificates including the annexes.
What are the documents need to submit during the opening of the bids?	<p>All the documents listed in the Checklist of Technical and Financial Documents must be submitted by the prospective bidder during the bid submission.</p> <p>On the other hand, the following documents</p>

	<p>must be submitted by the LCB during the Post-qualification:</p> <ol style="list-style-type: none"> a. Certificate of Satisfactory Performance from at least three (3) clients with completed contracts from the government or a private corporation within the last three (3) years; b. Certification from SSS, Philhealth, and Pag-Ibig that the Service Provider is regularly paying the mandatory contributions as mandated by law c. Copy of 2020 Income Tax Returns (ITRs) of the Janitors to be deployed to the DOT with duly stamped received by the Bureau of Internal Revenue (BIR).
<p>Can we submit a comparative audited financial statements?</p>	<p>Yes, as long the Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission</p>

B. Others

1. In case of tie or when two (2) or more bidders are determined and declared as Lowest Calculated and Responsive Bid (LCRB), the DOT BAC shall follow the Guidelines on the use of Non-discretionary/Non-discriminatory Selection criteria as Tie-breaking Method issued by the GPPB thru Circular No. 06-2005.
2. Attached also is the revised list of Supplies and Materials.

This Supplemental/Bid Bulletin No.1 shall form part of the Bidding Documents

For the guidance and information of all concerned.


OIC-USEC. REYNALDO L. CHING 
 DOT-BAC Chairperson

12 January 2022