



## SUPPLEMENTAL/BID BULLETIN

### PROCUREMENT OF JANITORIAL SERVICES FOR CY 2025 (DOT-BAC REI No. 2024-032 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 Pre-Bid Conference held on 16 October 2024 for the above-mentioned project.

#### I. Amendments in the Bidding Documents

##### Under Section I. Invitation to Bid

FROM	TO
5. A complete set of Bidding Documents may be acquired by interested Bidders from 09 to 28 October 2024 (8:00 a.m. to 5:00 p.m.) and 29 October 2024 (until 9:00 a.m.) from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty-Five Thousand Pesos (Php10,000.00) OR deposited to:	5. A complete set of Bidding Documents may be acquired by interested Bidders from 09 October to <b>11 November 2024</b> (8:00 a.m. to 5:00 p.m.) and <b>12 November 2024</b> (until 9:00 a.m.) from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty-Five Thousand Pesos ( <b>Php25,000.00</b> ) OR deposited to:
7. Bids must be duly received by the BAC Secretariat through manual submission on or before 29 October 2024 at 9:00 a.m. only at the office address indicated below. Late bids shall not be accepted.	7. Bids must be duly received by the BAC Secretariat through manual submission on or before <b>12 November 2024</b> at 9:00 a.m. only at the office address indicated below. Late bids shall not be accepted.
9. Bid opening shall be on 29 October 2024 at 10:30 a.m. at the given address below.	9. Bid opening shall be on <b>12 November 2024</b> at 10:30 a.m. at the given address below.

##### Under Section VII. Technical Specifications

FROM	TO
I. QUALIFICATIONS OF SERVICE PROVIDER	I. QUALIFICATIONS OF SERVICE PROVIDER
1. The Service Provider must be compliant with the Labor Code/D.O. No. 18-A s. 2011. Otherwise known as the “Rules Implementing Articles 106 to 109 of the Labor Code, As Amended;	1. The Service Provider must be compliant with the Labor Code/ <b>DO No. 174, S-2017</b> Otherwise known as the “Rules Implementing Articles 106 to 109 of the Labor Code, As Amended;

<p>II. RESPONSIBILITIES OF THE SERVICE PROVIDER</p> <p>1. During the Post-Qualification, the Service Provider shall:</p> <ul style="list-style-type: none"> <li>• provide the required number of service personnel, including supervisor and assistant supervisor, in accordance with the scope of service/work, standards, methodology, and manpower complement and deployment;</li> <li>• provide clearance from the relevant government agencies that it is regularly paying the Social Security System (SSS), Pag-Ibig Fund, and PHILHEALTH Insurance contributions as mandated by law, as well as income taxes (if applicable) of its service personnel. Clearance to be submitted shall be based on the 4th Quarter;</li> </ul>	<p>II. RESPONSIBILITIES OF THE SERVICE PROVIDER</p> <p>1. During the Post-Qualification, the Service Provider shall:</p> <ul style="list-style-type: none"> <li>• provide the required number of service personnel, including supervisor and assistant supervisor, in accordance with the scope of service/work, <del>standards,</del> methodology, and manpower complement and deployment;</li> <li>• provide <b>certifications and/or proof of payment</b> from the relevant government agencies that it is regularly paying the Social Security System (SSS), Pag-Ibig Fund, and PHILHEALTH Insurance contributions as mandated by law, as well as income taxes (if applicable) of its service personnel. <b>Certifications or proof of payment</b> will be based on the <b>latest</b> Clearance;</li> </ul>
<p>VI. EQUIPMENT, TOOLS, SUPPLIES AND MATERIALS</p>	<p>VI. EQUIPMENT, TOOLS, SUPPLIES AND MATERIALS</p>

## II. Clarification of Bidders

PARTICULARS / QUERIES	CLARIFICATION
<p>1. Do we need to attach supporting documents for the Statement of all its Ongoing Government and Private Contracts (Annex "A")?</p>	<p>1. There is no need to submit attachments for the Statement of all its Ongoing Government and Private Contracts (Annex A), however during Post-qualification, DOT reserves the right to validate, verify, and ascertain all statements made in the said Statement.</p> <p>On the other hand, prospective bidders are required to attach the supporting documents required for the Single Largest and Completed Contracts (SLCC) (refer to Annex B of the Bidding Documents).</p>
<p>2. 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?</p>	<p>2. Need to submit the whole documents of the Platinum PhilGEPS Certificates (all pages).</p>

<p>3. What are the documents need to submit during the opening of the bids?</p>	<p>3. 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 must be submitted by the LCB during the Post-qualification:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b. Certificate of Registration issued by DOLE, pursuant to D.O No. 174, S-2017;</li> <li>c. Required number of service personnel, including supervisor and assistant supervisor, in accordance with the scope of service/work, and manpower complement and deployment;</li> <li>d. Certifications and/or proof of payment from the relevant government agencies that it is regularly paying the Social Security System (SSS), Pag-Ibig Fund, and PHILHEALTH Insurance contributions as mandated by law, as well as income taxes (if applicable) of its service personnel, Certifications or proof of payment will be based on the latest Clearance;</li> <li>e. Updated/ latest Bank certificate as proof of financial capability to advance the compensation (e.g. wages, overtime, additional benefits) of the service personnel for deployment to the DOT for at least three (3) months;</li> <li>f. Copy of Latest Annual Income Tax Return;</li> <li>g. Copy of Latest Business Tax Return;</li> </ul>
<p>4. Guidelines in the submission of the bidding documents.</p>	<p>4. Refer to the bidding documents under Section III. Bid Data Sheet, Item ITB Clause No. 15.</p>

5. Is the prospective bidder allowed to change the amount for supplies given on the cost breakdown?

5. Yes, as long as the required specifications of supplies are comply and does not exceed the amount given in the breakdown and in the approved budget for the said supplies.

**III. 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.

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

For the guidance and information of all concerned.

  
**USEC. FERDINAND C. JUMAPAO**  
BAC Chairperson 

28 October 2024

