

**BIDS AND AWARDS COMMITTEE
BID BULLETIN No. 1**

**PROCUREMENT OF JANITORIAL SERVICES REQUIREMENT OF PHILGUARANTEE
FOR FY 2020-2021
(IB No. PGC-BAC-2020-004G)**

This is to inform all prospective bidders of the following amendments in the Bidding Documents:

ITB Clause 15. Sealing and Marking of Bids

FROM	TO
<p>Each Bidder shall submit one original copy of the first and second components of its Bid and <i>two (2) clear photocopies</i> of the original copy.</p> <p>XXX</p>	<p>Each Bidder shall submit one original copy of the first and second components of its Bid and <i>two (2) certified copies</i> of the original copy.</p> <p>XXX</p>

Additional Documents:

- a. Financial Proposal for Janitorial Services
- b. Price Schedule of Goods Offered from Abroad
- c. Price Schedule of Goods Offered from Within the Philippines
- d. Performance Securing Declaration
- e. Sealing and Marking of Bids


JIMMY B. SARONA
 Chairperson
 Bids and Awards Committee

28 December 2020

FINANCIAL PROPOSAL FOR JANITORIAL SERVICES

PARTICULARS	BIDDER'S PROPOSAL (Php)
A. Basic Salary per Janitor (Daily)	
B. Payables directly to Janitor (per month):	
a. Basic Salary	
b. 13th month pay	
c. Service Incentive Leave Pay	
subtotal (B)	
C. Payables to appropriate government agency (per month)	
a. SSS Premium	
b. Philhealth Premium	
c. ECC Insurance Premium	
d. Pag-IBIG Fund Contribution	
subtotal (C)	
TOTAL SALARY PER MONTH (B+C)	
Add: ADMINISTRATIVE FEE	
subtotal (Total Salary per month + Administrative Fee)	
Add: VAT (12%)	
Monthly Rate (per janitor)	
Total Contract Cost per Month:	_____
TOTAL CONTRACT COST FOR ONE (1) YEAR:	_____

Reminder to Bidder:

- Bid Proposal must not exceed the amount specified in DOLE NCR Wage Order No. 22, SSS Circular No. 2019-005 and Philhealth Circular No. 2019-0009.

Printed Name and Signature of Authorized Signatory

Name of Bidder:

Date Signed:

Price Schedule for Goods Offered from Abroad

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

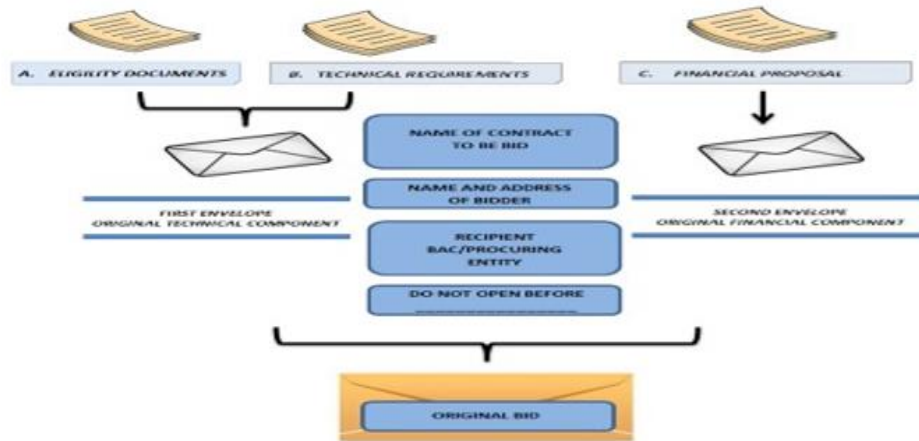
IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

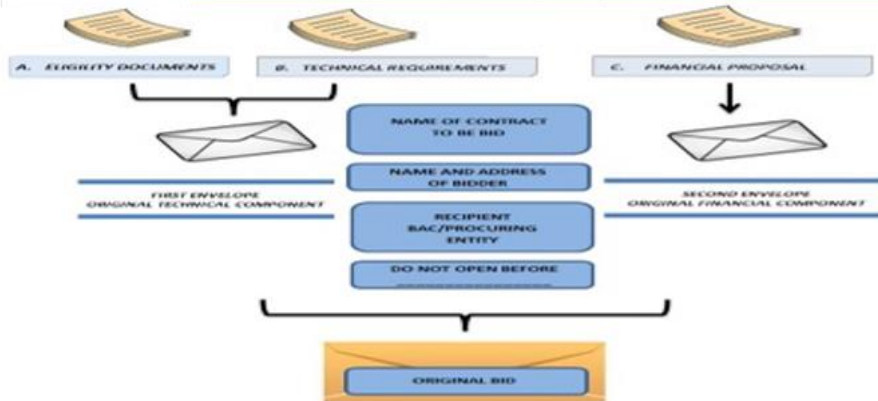
SEALING AND MARKING OF BIDS

1 Enclose the ORIGINAL eligibility and technical documents in one sealed envelope marked **"ORIGINAL – TECHNICAL COMPONENT"** and the ORIGINAL financial component in another sealed envelope marked **"ORIGINAL – FINANCIAL COMPONENT"**
(Apply the same for copies, if PE requested, but marking should be "Copy # - Technical/Financial Component")



SEALING AND MARKING OF BIDS

2 Seal both envelopes in an outer envelope marked **"ORIGINAL BID"**
(Apply the same for copies, if PE requested, but marking should be "Copy # of Original Bid")

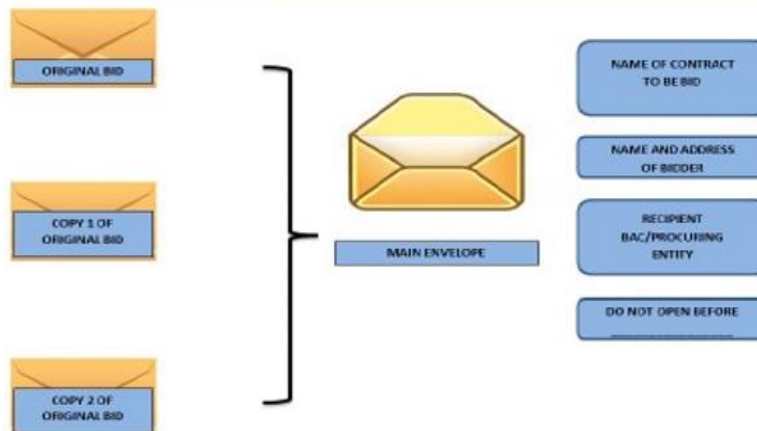


SEALING AND MARKING OF BIDS

ORIGINAL/COPY NO. _____
[BIDDER'S COMPANY NAME] [COMPANY'S OFFICE ADDRESS] [NAME OF PROJECT/BIDDING]
THE CHAIRPERSON BIDS AND AWARDS COMMITTEE PHILIPPINE GUARANTEE CORPORATION Jade Building, 335 Sen. GilPuyat Avenue Makati City
DO NOT OPEN BEFORE [TIME AND DATE OF BID OPENING]

SEALING AND MARKING OF BIDS

3 The ORIGINAL Technical/Financial Envelope and the COPY Envelopes, if any, shall be CONTAINED in **ONE ENVELOPE**



SEALING AND MARKING OF BIDS

The envelopes containing the original and the copies shall then be enclosed in one single envelope and shall be marked as:

[BIDDER'S COMPANY NAME]
[COMPANY'S OFFICE ADDRESS]
[NAME OF PROJECT/BIDDING]

THE CHAIRPERSON
BIDS AND AWARDS COMMITTEE
PHILIPPINE GUARANTEE CORPORATION
Jade Building, 335 Sen. Gil Puyat Avenue
Makati City

DO NOT OPEN BEFORE [TIME AND DATE OF BID OPENING]