

PRE-BID CONFERENCE

December 28, 2020;

2:00 P.M.

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

AGENDA

- Determination of a Quorum/Preliminaries
- General Guidelines and Ground Rules
- Brief Introduction to Pre-Bid Conference
- Offenses and Penalties
- Scope of Bids
- Funding Information
- Documents Comprising the Bid
- Procurement Timelines
- Questions and Clarifications



DETERMINATION OF A QUORUM

➤ Requirements:

- Presence of BAC Chair/Vice Chair
- Presence of Majority (4 including the BAC Chair/ Vice-Chair)

➤ Bids and Awards Committee

BAC Chair: Jimmy B. Sarona

Vice Chair: Ian A. Briones

Members: Rafael P. Delos Santos
Melinda M. Adriano
Arsenio C. De Guzman
Rosemarie N. Principe
Marvyn Anthony C. Galang



PRELIMINARIES

➤ Posting Requirements

Invitation to Bid and PBDs were posted on **December 18, 2020**

- PHILGUARANTEE and PhilGEPS websites
- Philguarantee's office conspicuous place allotted for posting of Invitation to Bid

PRELIMINARIES

➤ Invitation to Observers

Sent on December 21, 2020

- Philippine Chamber of Commerce and Industries
- Makati Business Club
- Philippine Institute of Supply Management
- Commission on Audit

GENERAL GUIDELINES AND GROUND RULES

- Observe silence
- Put your mobile devices on silent mode
- Avoid side meetings
- Questions and clarifications shall be entertained during open forum
- Raise your hand and wait to be acknowledge
- State your name and the company you represent before asking your question or stating your clarification

Pre-Bid Conference

➤ Discusses

- Eligibility requirements and Technical and Financial components

➤ Provides venue for questions and clarifications

- all prospective bidders are now given the opportunity to attend the pre-bid conference and raise questions or clarifications regardless whether they purchased the bidding documents or not.

Scope of Bid

- Procuring Entity: **PHILIPPINE GUARANTEE CORPORATION**
- Project: **PROCUREMENT OF JANITORIAL SERVICES REQUIREMENT OF PHILGUARANTEE FOR CY 2020-2021**
- Identification Number: **IB No. PGC-BAC-2020-004G**

Funding Information

- Government of the Philippines (GOP) through Philippine Guarantee Corporation's **Corporate Operating Budget for FY 2020**
- **Approved Budget for the Contract (ABC) : Four Million Two Hundred Sixty Thousand Two Hundred Sixty-Two Pesos (Php4,260,262.00), inclusive of all applicable taxes**

Offenses and Penalties (Sec. 65 of the IRR of R.A. 9184)

- **Corrupt, Fraudulent, Collusive, and Coercive Practices**
- **Imprisonment of not less than six (6) years and one (1) day but not more than fifteen (15) years**

Eligible Bidders

- Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated
- Foreign ownership limited to those allowed under the rules may participate in this Project
- Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC
- The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184

Subcontracts

The Procuring Entity has prescribed that: **Subcontracting is not allowed**

Section III. Bid Data Sheet

Section V. Special Conditions of Contract

Section VI. Schedule of Requirements

Section VII. Technical Specifications

DOCUMENTS COMPRISING THE BID

Section VIII: Checklist of Technical and Financial Documents

I. Technical Component Envelope (1st Envelope)

Class “A” Documents

- *Legal Documents*
- *Technical Documents*
- *Financial Documents*

Class “B” Documents

II. Financial Component Envelope (2nd Envelope)

I. Technical Component Envelope (1st Envelope)

Class “A” Documents

Legal Documents

a) Valid PhilGEPS Registration Certificate
(Platinum Membership - all pages);

or

b) Registration Certificate (SEC or DTI), and

c) Mayor’s/Business Permit or its Equivalent
Document, and

d) Tax Clearance per E.O. No. 398, s. 2005

Technical Documents

- a) Statement of the prospective bidder 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; and

Technical Documents

- b) Statement of the bidder's **Single Largest Completed Contract (SLCC)** similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents

For this purpose, contracts similar to the Project shall be:

- contracts for provision of janitorial services to private or public entities.
- completed within FIVE (5) YEARS prior to the deadline for the submission and receipt of bids.
- **Value should be at least 50% of the ABC adjusted to current price using PSA's CPI**

Technical Documents

c) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

➤ Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit - Php85,205.24 (2% of ABC)

➤ Surety Bond - Php213,013.10 (5% of
or ABC)

Original copy of Notarized Bid Securing Declaration

Validity – May 11, 2021

Technical Documents

- d) Conformity with the Technical Specifications.
(Section VII)

- e) Original duly signed Omnibus Sworn Statement (OSS); **and** Original Notarized Secretary's Certificate

Financial Documents

a) Audited Financial Statements

- stamped “received” by the BIR or its duly accredited and authorized institutions
- should not be earlier than two (2) years from the date of bid submission

Financial Documents

b) NFCC computation

- Should be at least equal to the ABC

NFCC

=

[(Current assets minus current liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The constant NFCC's K factor is set at 15, regardless of contract duration

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation

Class “B” Documents

If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- a) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] 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.*

- b) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.*

II. Financial Component Envelope (2nd Envelope)

- a) Original of duly signed and accomplished Financial Bid Form; and
 - b) Original of duly signed and accomplished Price Schedule(s)
- All bids that exceed the ABC shall not be accepted.

BID VALIDITY: May 11, 2021

GPPB Resolution 09-2020

6. In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, ALLOW PEs to accept the following alternate documentary requirements for procurement activities during the State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder:
 - 6.1. Unnotarized Bid Securing Declaration;
 - 6.2. Expired Business or Mayor's permit with Official Receipt of the renewal application, subject to the submission of Business or Mayor's permit after awarding of contract but before payment;
 - 6.3. Unnotarized Omnibus Sworn Statement subject to compliance therewith after awarding of contract but before payment; and
 - 6.4. Performance Securing Declaration (PSD) in lieu of performance security to guarantee the winning bidder's faithful performance of obligations under the contract, subject to the following:

GPPB Resolution 09-2020

- a. Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with a prior similar offense, in the event it violates any of the conditions stated in the contract
- b. An unnotarized PSD may be accepted, subject to the submission of a notarized PSD before payment unless the same is replaced with performance security in the prescribed form, as stated below; and
- c. The end-user may require the winning bidder to replace the submitted PSD with performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.

GPPB Resolution No. 16-2020

5.2. The following templates are provided for easy reference, attached hereto as Appendix 1, which may also be accessed through this link: <https://www.gppb.gov.ph/downloadables.php>

5.2.1. Bid Form for the Procurement of Goods

5.2.2. Bid Form for the Procurement of Infrastructure Projects

5.2.3. Price Schedule for Goods Offered from Abroad

5.2.4. Price Schedule for Goods Offered from Within the Philippines

5.2.5. Bid Securing Declaration

5.2.6. Contract Agreement Form for the Procurement of Goods

5.2.7. Contract Agreement Form for the Procurement of Infrastructure Projects;

5.2.8. Omnibus Sworn Statement; and

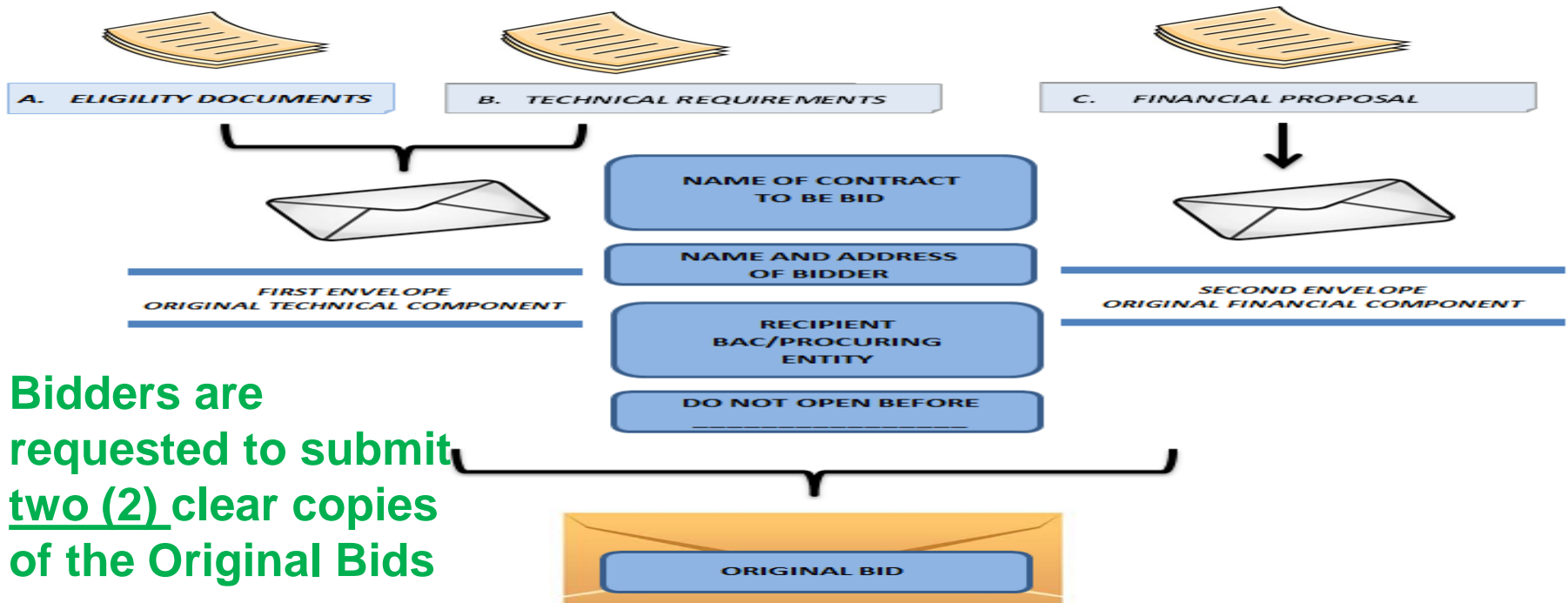
5.2.9. Performance Securing Declaration

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")



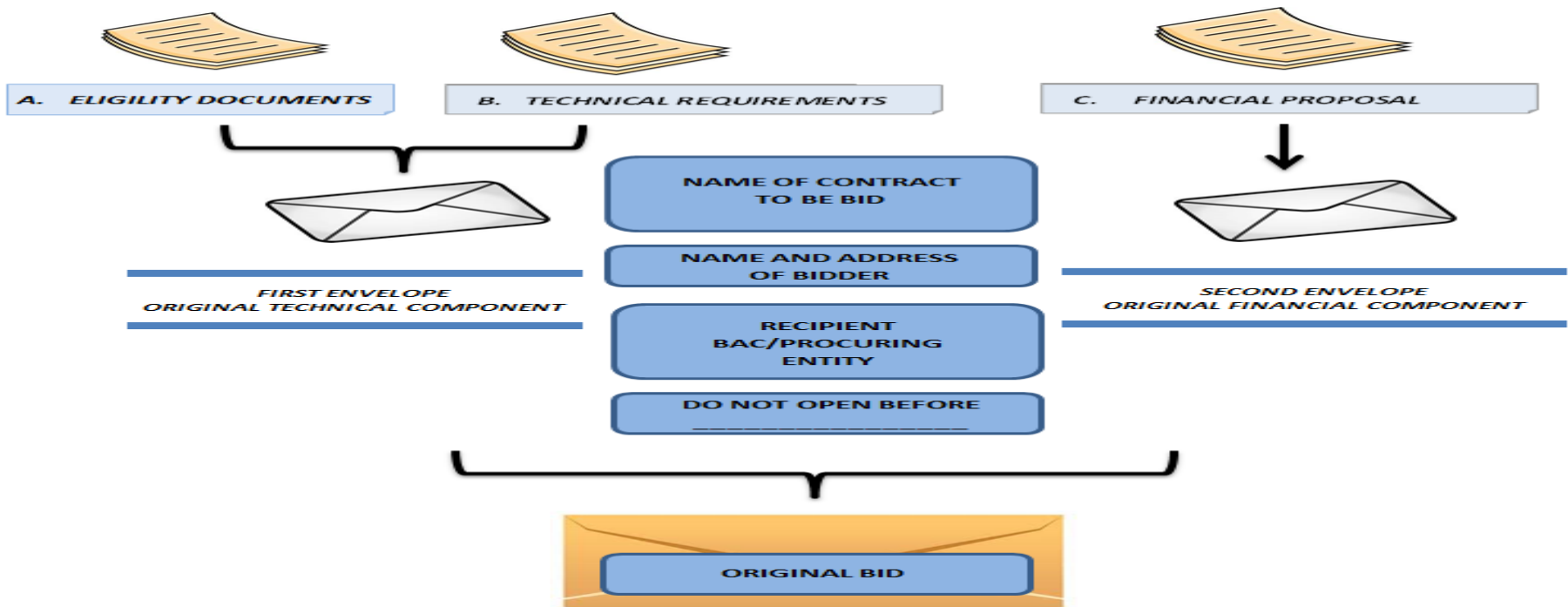
Bidders are requested to submit two (2) clear copies of the Original Bids

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]

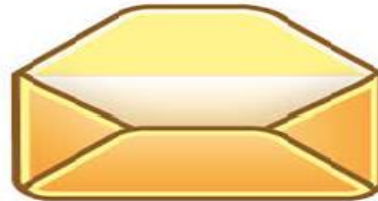
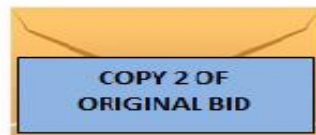
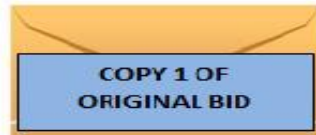
THE CHAIRPERSON
BIDS AND AWARDS COMMITTEE
PHILIPPINE GUARANTEE CORPORATION
Jade Building, 335 Sen. Gil Puyat Avenue
Makati City

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



MAIN ENVELOPE

NAME OF CONTRACT
TO BE BID

NAME AND ADDRESS
OF BIDDER

RECIPIENT
BAC/PROCURING
ENTITY

DO NOT OPEN BEFORE

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]

IMPORTANT DATES AND REMINDERS

PROJECT	PROCUREMENT OF JANITORIAL SERVICES REQUIREMENT OF PHILGUARANTEE FOR FY2020-2021
Identification Number	IB No. PGC-BAC-2020-004G
Approved Budget for the Contract	Four Million Two Hundred Sixty Thousand Two Hundred Sixty-Two Pesos (Php4,260,262.00), inclusive of all applicable taxes
Cost of Bidding Documents	P5,000.00

IMPORTANT DATES AND REMINDERS

Request for Clarification	January 1, 2021 (10cd before submission of bids)
Supplemental Bids	January 4, 2021 (7cd before submission of bids)
Deadline of Submission of Bids	January 11, 2021; 1:00 P.M.
Address of Submission of Bids	Jade Bldg., 335 Sen. Gil Puyat Ave., Makati City
Schedule of Opening of Bids and Preliminary Examination of Bids	January 11, 2021; 1:15 P.M.

IMPORTANT DATES AND REMINDERS

Place of Opening of Bids

PHILIPPINE GUARANTEE CORPORATION, 3rd Floor, Jade Bldg., 335 Sen. Gil Puyat Ave., Makati City and via videoconferencing using google meet/webex/zoom.

For this purpose, bidders who choose to attend via videoconferencing shall notify the BAC Secretariat at

bac@philguarantee.gov.ph of their google email address on or before January 11, 2021; 11:00 A.M.

Q & A

The floor is now open for your questions and clarifications