

**BIDS AND AWARDS COMMITTEE
BID BULLETIN No. 3**

**Procurement of Janitorial Services requirement of PHILGUARANTEE for CY 2022-2023
(PGC-BAC-2022-003G)**

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

A. TECHNICAL SPECIFICATIONS

1. What premium shall be used for the Philhealth contribution, is it 3.5% or 4%, since it is already 2022?
 - **The rate to be used is 3% which is based on the January 2021 rate. Should there be an increase on the premiums for PhilHealth, SSS, and Pag-Ibig Fund contributions, the same could be increased as stated in the terms of reference.**
2. Is the supervisor included in the required nineteen (19) janitors?
 - **Yes, the supervisor is already included in the requirement of nineteen (19) janitors.**
3. On item IV.B Liquidity of the service provider, will the Audited Financial Statement be submitted in the documentary requirements under the Technical Specifications since it is not included in the checklist of technical and financial documents?
 - **The Audited Financial Statement it is no longer included in the updated checklist provided by the GPPB. However, since it was stated that “The liquidity ratio of not less than 1:1 based on 2020 Audited Financial Statements submitted.”, therefore, it must be submitted together with the Technical Documents.**
1. On item IV.B Benefits entitled to janitors/supervisors, will PHILGUARANTEE require benefits other than Pag-Ibig Fund, SSS, ECC, and PhilHealth or it depends on the bidders if they will provide additional benefits aside from Pag-Ibig Fund, SSS, ECC, and PhilHealth.
 - **PHILGUARANTEE requires benefits payable to appropriate government agencies which are the Pag-Ibig Fund, SSS, ECC, and PhilHealth. Bidder shall submit a certification of the additional benefits given to the janitors/supervisors other than the mentioned benefits.**

B. BID DATA SHEET

On the ITB Clause 20.2.C requiring the submission of certification from SSS, Pag-Ibig Fund, ECC and Philhealth of no delinquency of payments of monthly premiums for both the employer and the employee of janitorial agency concerned as of October 31, 2021:

1. If the bidder has a certification from Pag-Ibig Fund as of September 30, 2021, however, there is an attached letter from Pagibig Fund stating that they only issue clearances once a year, will this suffice, in the event that the bidder reach the post-qualification?
 - **Yes, if it is what was written in the certification, however, the bidder will have to provide proof of remittances for the month of October up until December 2021.**
2. For the certification from SSS and certification from ECC, the clearance from SSS is inclusive of the clearance from ECC.
 - **The bidders may submit one clearance for both SSS and ECC certification.**

C. DOCUMENTARY REQUIREMENTS

On 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:

1. Is the prospective bidder required to submit a matrix of all ongoing contracts?
 - **The prospective bidders are required to submit a statement.**
2. Is there a form to be provided?
 - **No form or format will be provided.**

On statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid:

1. Is there a form to be provided?
 - **No form or format will be provided.**

However, the two statements required shall indicate for each contract the following:

- a. **name of the contract;**
- b. **date of the contract;**
- c. **contract duration;**
- d. **owner's name and address;**
- e. **kinds of Goods;**
- f. **For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;**
- g. **For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;**
- h. **date of delivery; and**

- i. **end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.**

D. COST DISTRIBUTION FORM

1. What divisor (number of days per year) shall be used to compute the monthly basic pay?
 - **The computation of monthly basic pay is three hundred thirteen (313) working days divided by twelve (12) months.**

E. OPENING OF BIDS

1. Can the bidders physically attend the Opening of Bids?
 - **Bidders are allowed to attend the Bid Opening physically, however, only a limited number of participants are allowed to follow the necessary protocols on physical distancing and the representative that will attend should be the duly authorized person.**


IAN A. BRIONES
Chairperson, Bids and Awards Committee

24 March 2022