



PEOPLE'S TELEVISION
P A R A S A B A Y A N

BID BULLETIN NO. 1

20 September 2023

Provision of Janitorial Services for the People's Television Network, Inc. ITB No. 2023-0002

This bulletin is being issued to revise/clarify certain portions of the bidding documents. This shall form an integral part of the bidding document for the above-stated project.

No.	Queries	Response
1	Does the electronic copy of the bid need to be encrypted or password-protected?	The bidder may opt to submit an encrypted/ password protected electronic copy of bid
2	Does the electronic copy folders of financial and technical documents need to be separate?	The folders of technical and financial components of the electronic copy of bid are recommended to be separated.
3	Do we need to include the copy of ALL 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.)	<p>It is only required to submit a Statement of the 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.)</p> <p>The recommended form for the said requirement is indicated in the Bidding Documents.</p> <p>The bidder may submit copy of the contracts stated in the "Statement of the bidder of all its ongoing government and private contracts"</p>
4	There is no form indicated for the Cost breakdown, can the bidder provide its own format of cost breakdown?	<p>Yes, the bidder shall submit a cost breakdown of its bid as part of its Financial Component.</p> <p>Kindly see the updated Section VIII. Checklist of Technical and</p>



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		Financial Documents attached in this Bid Bulletin
5	Are we going to use 313 days for the whole duration of the contract?	Yes, the bidder shall use 313 days/year.
6	Are we going to follow PhilHealth's contribution of (4%)?	The bidder shall follow the rate prescribed by PhilHealth
7	Are we going to follow the latest wage order of Php 610.00?	The bidder shall follow the latest Wage Order issued by DOLE
8	Is the Administrative Fee of (10%) fixed or can go lower?	The bidder shall use 10% for its Administrative Fee
9	<p>For items K and L in the Checklist of Eligibility Requirements</p> <p><i>"K. List of Janitors and Supervisors" & "L. Certification that the personnel to be employed to PTNI is in accordance with the qualifications required"</i></p> <p>Is this only for the Janitors and Supervisors to be deployed in PTNI?</p>	<p>The said requirements is only for the Janitors and Supervisors to be deployed in PTNI</p> <p>Kindly see the updated Section VIII. Checklist of Technical and Financial Documents attached in this Bid Bulletin</p>
10	<p>For item N in the Checklist of Eligibility Requirements</p> <p><i>"N. Certification that they will provide a complete Identification Card, required uniforms, personal protective gear to all janitorial services personnel."</i></p> <p>What certification is this? Can this be in the form of undertaking?</p>	<p>Yes, this certification shall be in the form of undertaking.</p> <p>Kindly see the updated Section VIII. Checklist of Technical and Financial Documents attached in this Bid Bulletin</p>
11	<p>For item H in the Checklist of Eligibility Requirements</p> <p>Can you consider a Client Satisfaction Rating/ Certification issued within this year?</p>	<p>Yes.</p> <p>Kindly see the updated Section VIII. Checklist of Technical and Financial Documents attached in this Bid Bulletin</p>
12	Do we still need to submit PHILHEALTH, SSS, PAG-IBIG	No need.



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	certification/clearance as it was required from previous bidding?	As there is an already existing governing rules and regulation that mandates the employer for the premium payments or contributions of its employees such as Section 30 of RA No. 10361 which states that <i>"A domestic worker who has rendered at least one (1) month of service shall be covered by the Social Security System (SSS), the Philippine Health Insurance Corporation (PhilHealth), and the Home Development Mutual Fund or Pag-IBIG, and shall be entitled to all the benefits in accordance with the pertinent provisions provided by law."</i>
13	Do we need to submit a costing of supplies	Yes.
14	May we ask the list of supplies (daily, monthly, semi-annually, or annually)	Kindly see the revised "Annex D" CLEANING SUPPLIES, TOOLS, AND EQUIPMENT" attached in this bid bulletin
15	May we request the sizes/capacity of supplies	Kindly see the revised "Annex D" CLEANING SUPPLIES, TOOLS, AND EQUIPMENT" attached in this bid bulletin
16	For the execution of the Omnibus Sworn Statement, bidders must be compliant with the existing_labor laws and standards. Hence, we request to take into consideration the submission of clearances from SSS, Philhealth, Pag-Ibig, DOLE and NLRC for the 2nd Quarter cut-off and served as the Eligibility Document or Post-Qualification requirements for uniformity of the bidders We believe that if an agency specifically can submit the latest SSS Clearance, it clearly proves that they were cleared for all mandatory contributions including SSS Salary and Calamity Loan Payments for the previous years and months	No need. As there is an already existing governing rules and regulation that mandates the employer for the premium payments or contributions of its employees such as Section 30 of RA No. 10361 which states that <i>"A domestic worker who has rendered at least one (1) month of service shall be covered by the Social Security System (SSS), the Philippine Health Insurance Corporation (PhilHealth), and the Home Development Mutual Fund or Pag-IBIG, and shall be entitled to all the benefits in accordance with the pertinent provisions provided by law."</i>



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17	In the Technical and Financial Documents Checklist under the Additional documents Letter K: List of Janitors and Supervisors Are the listing of janitor and supervisors pertaining to the personnel to be deployed in PTNI only?	The said requirements is only for the Janitors and Supervisors to be deployed in PTNI Kindly see the updated Section VIII. Checklist of Technical and Financial Documents attached in this Bid Bulletin
18	In Annex D CLEANING SUPPLIES, TOOLS, AND EQUIPMENT May we request for the proper distribution of the consumables and supplies for monthly, quarterly or semi-annually?	Kindly see the revised "Annex D" CLEANING SUPPLIES, TOOLS, AND EQUIPMENT" attached in this bid bulletin

All other information in the Bidding Documents inconsistent with the above is hereby revised accordingly. All other provisions which are not affected shall remain in effect.

For further guidance and information of all concerned.

Thank you.

BENJAMIN J. ASAKIL
Chairperson
Bids and Awards Committee

ANNEX "D"
CLEANING SUPPLIES, TOOLS, AND EQUIPMENT

Equipment/tools	Qty.
Heavy Duty Floor Polisher 16" or 18" with accessories	3
Wet and Dry Vacuum	3
Mop Squeezer w/ Bucket	5
Caution Sign with Accessories	9
Aluminum Ladder 8 ft.	1
Heavy Duty Extension Cord	3
Guard Hose 5/8" x 50	1
Expandable Pole	1
Pressure Washer and Hose	1
Extension Wire	3
High Pressure Portable Washer	1
Garbage Hauler	3
Push Cart/ Utility Cart (Heavy Duty)	12
Marble Buffing Equipment (Reg. Size)	2

The Contractor must ensure that its complement shall always be equipped with the following tools MONTHLY:

Tools	Description	Qty.
Toilet Bowl Pump	Standard Size	6
Toilet Bowl Brush	Plastic Handle - Standard Size	10
Steel Brush	Standard Size	10
Soft Broom	Standard Size	12
Stick Broom	Standard Size	10
Ceiling Broom	Standard Size	3
Mop Handle	Aluminum Handle	12
Mop Head	Nylon Thread	22
Dustpan	Plastic- Standard Size	12
Push Brush	Standard Size	3
Spray Bottle	500ml	12
Pail	10 liters	12
Plastic Dipper	Standard Size	30
Glass Squeegee	Large w/handle	12
Spatula	Metal w/rubber handle	12
Feather Duster	Standard Size	12
Hand Sanitizer Dispenser	1000ml	27



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The Contractor must ensure to provide the following consumables and supplies MONTHLY:

Consumables and Supplies	Description	Qty.
Sponge	Combination of Scrubbing pad and foam – regular size	75
Round Cloth Rags	Regular Size– in Kilograms	5
Flannel Rags	Rectangular – 12"x18"	15
All Purpose Cleaner	1 Gallon	3
Powder Soap	1 Kilo Bag	30
Bleaching Solution/Disinfectant	1 Gallon Bottle	3
Furniture Polish	1 Gallon Bottle	8
Fabric Conditioner	1 liter	3
Complete Wax	1 Gallon Bottle	3
Dishwashing Liquid	1 Gallon Bottle	8
Hand Gloves	Heavy Duty	27
Garbage Bags	Transparent (Small)	3750
Garbage Bags	Extra Large	400
Tissue for Comfort Rooms	White Color, Unscented. 2-ply	400
Toilet Bowl Cleaner	1 Gallon	3
Glass Cleaner Liquid	Liquid, 1 Gallon Bottle	3
Deodorant Cake	Pack(half dozen)	45
Metal Polish	can	1
Disinfectant	1 Gallon Bottle	8
Hand Pad	Green Rectangular Scrubbing Pad	30
Polishing Pad	White 16" diameter round	10
Scrubbing Pad	Green 16"	2
Liquid Hand Soap	1 Gallon Bottle	8
Air Freshener	Can	30
Doormat	Rectangular shape standard size 20" x 12"	30
Insecticide	Regular Size (Spray Can)	15
Hand Sanitizer/ soap	200 mL Bottles	100
Steel Wool	Boxes	5

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) 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**
- (c) 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; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Additional Documents

- (g) Certificate issued by the Department of Labor and Employment that the bidder is a duly licensed and registered Service Contractor.
- (h) Client Satisfaction Rating/ Certification from at least three (3) government agencies or private agencies with which the contractor has a past or ongoing contract. The certification should be issued **within the year.**
- (i) List of key officials, incorporators, or stockholders
- (j) List of owned cleaning Equipment and Supplies including quantity and kind.
- (k) List of Janitors and Supervisors **to be deployed in PTNI**
- (l) Certification that the personnel to be **deployed** in PTNI is in accordance with the qualifications required.
- (m) Company policy on recruitment/selection criteria of supervisors and janitors
- (n) Certification **through an undertaking** that **the bidder** will provide a complete Identification Card, required uniforms, personal protective gear to



- (o) all janitorial services personnel **to be deployed in PTNI.**
- (o) Undertaking stating compliance with the terms stated in Annexes A, B, C, and D.

Financial Documents

- (p) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (q) 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.

II. FINANCIAL COMPONENT ENVELOPE

- (r) Original of duly signed and accomplished Financial Bid Form; **and**
- (s) Original of duly signed and accomplished Price Schedule(s).
- (t) **Cost Breakdown of Janitorial Services**
- (u) **Cost Breakdown of Tools, Consumables and Supplies to be supplied in PTNI**

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

- (v) *[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.
- (w) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.