

BID BULLETIN NO. 1
26 November 2024

Provision of Janitorial Services
ITB No. 2024-0013

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

No.	Queries	Response
1	For ongoing contracts and the Single Largest Completed Contract (SLCC), are documentary requirements required, or is the completed table/matrix sufficient?	The bidder shall submit supporting documents for the statement of SLCC such as End-user's Acceptance OR Official Receipt(s) OR Sales Invoice issued for the contract while no attachments required for the statement of all ongoing contract
2	During the opening of bids, do the bidders need to submit Certificates of Clearance from SSS, PhilHealth, and Pag-IBIG to the procuring entity?	This is not required, please see additional requirements below.
3	In computing Administrative Expenses, should the bidders use the GPPB guidelines, which have no ceiling, or the DOLE guidelines, which set a 10% limit, as required by the procuring entity?	Please refer to the DOLE Department Order. No. 174-17 Section 11-b (ii) for reference.
4	Do you allow zero costing for supplies and equipment?	No, the bidder shall indicate the actual cost of the supplies.
5	Does the ABC already consider the new rates for SSS?	Yes, we have considered the new rates of SSS based on Republic Act No. 11199
6	For the Janitorial Supplies Table C, can you confirm the schedule of the delivery of Flannel Rags? Same question as well for TABLE A and B?	Revise the requirement of 36 packs (set of 6) to 36 pcs/monthly. Specification: Rectangular-12"x18"
7	For uniformity among all bidders, will the procuring entity provide a financial cost breakdown format?	Please see the Cost Breakdown attached as Annex "A".
8	How many working days are required each week?	6 days for each Janitor
9	How many working days are required for the entire year?	313 days

10	Will the equipment/tool listed under Table B be delivered per annum?	The tools under Table B shall be delivered one time only upon commencement of contract
11	If the NLRC certificate is not issued in time for the bid submission, will submitting the official receipt suffice?	No.
12	The procuring entity did not provide a cost breakdown; will the bidder be responsible for computing the mandated benefits, and should this be included in an updated cost breakdown?	Please see the Cost Breakdown attached as Annex "A".
13	Will an office address outside Metro Manila be considered?	Bidders whose Main Office is outside Metro Manila will be considered as long as they have a branch/ office in Metro Manila
14	If the head office is outside Metro Manila but there is an office within MM with an existing contract, is the NLRC-NCR still required?	We hereby revise the requirement of <i>"National Labor Relations Commission (NLRC) NCR Certificate stating that there is no pending case issued within the last (3) months prior to the submissions of bid"</i> to <i>"National Labor Relations Commission (NLRC) Certificate/s in all regions where the bidder has ongoing contract/s stating that there is no pending case issued within the last (3) months prior to the submission of bid"</i>
15	Is the VAT computed on the gross amount?	The total bid shall be VAT Included
16	What is the required PhilHealth contribution percentage?	Please refer to PhilHealth Circular No. 2019-0009
17	<i>"For the execution of the Omnibus Sworn Statement bidders must comply with existing labor laws and standards and in addition to Project Requirements: Additional Requirements; Item No. 3. Therefore, we request that clearances from SSS, PhilHealth, Pag-IBIG and DOLE for the 3rd quarter be considered as eligibility requirements to ensure uniformity among bidders</i> <i>We believe that if an agency can submit the latest SSS Clearance, it demonstrates that they are compliant with all mandatory contributions_</i>	Please refer to item no. 1 of the Additional Requirements.

	<i>including SSS Salary and Calamity Loan Payments for previous months and years”</i>	
18	Under Additional Documents, since the contractor is required to be registered under DOLE 174, are we required to use a minimum 10% Administrative Fee? If a bidder offers less than the minimum 10%, would that be grounds for disqualification?	Yes, it is a ground for disqualification, please refer to DOLE DO. No. 174-17 Section 11-b (ii) for reference.
19	What working day schedule should be used for the contract to ensure uniformity among bidders?	One (1) year contract with 313 Working Days/ 6 days/week /8 hrs/day
20	If a bidder opts to offer zero for the Cleaning Supplies, Tools, and Equipment in the price schedule, will it be grounds for disqualification?	Yes, it is a ground for disqualification. The bidder shall indicate the actual cost of the supplies.
21	Are we required to use the new PhilHealth bracket of 5% effective January 2024, and the Pag-IBIG rate of 2% (P200.00) effective February 2024?	Yes, please refer to PhilHealth Circular No. 2019-0009 and HDMF Circular No. 274

No	ADDITIONAL INSTRUCTIONS/ REQUIREMENTS
1	Proof of remittance to SSS, PhilHealth and Pag-IBIG as of September 2024 in the form of official receipts or acknowledgement receipt for online payment.

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.


JASMINE B. BARRIOS
Chairperson, Bids and Awards Committee

ANNEX "A"

COST BREAKDOWN

PARTICULARS	RATES
Place of Area of Deployment	NCR
No. of Janitors	15
No. of Days per Week	6
No. of Hours per Day per Janitor	8
Daily Wage (DW)	
COLA	
Equivalent No. of Days per year	313
I. Amount due to Janitors	
Basic Monthly	
13th Month Pay	
5 Days Incentive Leave	
Sub-Total	
II. Amount due to Gov't	
SSS	
Philhealth	
Pag-Ibig	
Employee's Compensation	
Sub-Total	
A. Total Amount to due Janitors & Gov't (I +II)	
B. Supplies/Materials	
C. Administrative Fee	
D. Value Added Tax (A+B+C) x 12%	
Monthly Rate per Janitor (A+B+C+D)	
Monthly Rate per Janitor x No. of Janitors	
TOTAL AMOUNT FOR ONE YEAR	

TABLE B

Supplies/Materials	Qty	Unit Price	Total Amount
Toilet Bowl Pump			
Toilet Bowl Brush			
Steel Brush			
Soft Broom			
Stick Broom			
Ceiling Broom			
Mop Handle			
Mop Head			
Dustpan			
Push Brush			
Spray Bottle			
Pail			
Plastic Dipper/Tabo			
Glass Squeegee			
Spatula			
Feather Duster			
Hand Sanitizer Dispenser			

TABLE C

Supplies/Materials	Qty	Unit Price	Total Amount
Sponge			
Round Cloth Rags			
Flannel Rags			
All Purpose Cleaner			

Powder Soap			
Bleaching Solution			
Furniture Polish			
Fabric Conditioner			
Complete Wax			
Dishwashing Liquid			
Hand Gloves			
Garbage Bags			
Garbage Bags			
Tissue for Comfort Rooms			
Toilet Bowl Cleaner			
Glass Cleaner Liquid			
Deodorant Cake			
Metal Polish			
Disinfectant			
Hand Pad			
Polishing Pad			
Scrubbing Pad			
Liquid Hand Soap			
Air Freshener			
Doormat			
Insecticide			
Hand Sanitizer			
Steel Wool			