

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

**Procurement of Janitorial Services Requirement of PHILGUARANTEE**  
**PGC-BAC-2023-004G**

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

**QUESTIONS AND CLARIFICATIONS:**

**I. On the Cost Distribution Form:**

What divisor/days will be used per year

- The ABC was computed using 313 days as basis.

**II. On the Technical Specifications:**

**a. Basis of the SSS and Philhealth contribution**

What will be the basis for the SSS and Philhealth contribution.

- The basis for SSS will be the January 2023 rate, while for Philhealth, the rate will still be at 4% since the premium increase was suspended.

**b. “TECHNICAL PARAMETERS: Years of experience: The bidder shall submit a certification under oath.”:**

Whether the bidder/s need to attach a supporting document for the technical parameters, or they only need to state “Comply” or “Not Comply” and submit the supporting during the Post-Qualification phase.

- The bidder/s must state “Comply” or “Not Comply” on each specification, but the bidders must also submit a statement of all ongoing and completed contracts within five (5) years as a proof of the bidders’ five-year experience.

**c. “Manpower Compliment”**

Whether the bidder/s will have to provide nineteen (19) janitors including the submission of the janitors’ NBI clearances and all other requirements, or they just have to state “Comply” on these specifications and will the bidder be given enough time to be able to submit the requirements.

- Such requirements like the NBI clearance will be submitted during the actual assignment of the janitors and once PHILGUARANTEE issued the winning bidder with the Notice of Award, the winning bidder may start preparing all the documents needed to be provided.

Is the supervisor included in the required nineteen (19) janitors.

- Yes.

### **III. On the Checklist of Technical and Financial Documents: Technical Component**

- 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”**

Whether the bidder/s is required to submit a supporting document, or just the matrix.

- Submission of a matrix will suffice and details of which must be in accordance with Section 6.1.j of GPPB Circular No. 04-2020, which states that:

Required Forms	Mandatory Provisions
j. Statement of the Bidder of all its ongoing government and private contracts, including contracts awarded but not yet started	i. Names of outstanding contracts with other contracting party, i.e., PE or private company allowed by the rules, contract date, period and amount or value; and  ii. For Goods, kinds of Goods and dates of delivery.

During post-qualification, the bidder must present the corresponding documents which will support the submitted statement for verification and validation.

- 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”**

What are the attachments needed to be submitted for this requirement?

- The bidder must submit the following documents pursuant to Section 6.1.k of GPPB Circular No. 04-2020 on, which states that:

Required Forms	Mandatory Provisions
k. Statement of the Bidder's SLCC similar to the contract to be bid	<p>i. Name of the completed contract with contract date, period and amount, which should correspond to the required percentage of the ABC to be bid. The value is adjusted to the current prices using the Philippine Statistics Authority consumer price indices, when necessary;</p> <p>ii. For Goods, the relevant period or delivery date when the said SLCC was completed; <b>end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed;</b> and</p> <p>iii. Definition or description of the similar project or major categories of work.</p>

**IV. On the Checklist of Technical and Financial Documents: Financial Component**

Whether the bidder/s need to provide a separate computation for the supplies and equipment, or should it be included in the Price Schedule.

- PHILGUARANTEE does not require the price of the supplies and equipment. The list was included in the Terms of Reference to inform the bidders of what supplies and equipment to provide during the contract period.

  
**MELINDA M. ADRIANO**

Chairperson, Bids and Awards Committee

26 May 2023