



Bids and Awards Committee

SUPPLEMENTAL/BID BULLETIN NO. 1

(November 21, 2022)

Procurement of Janitorial Services for CY 2023

This Supplemental/Bid Bulletin No. 1 is issued to clarify, modify, or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUE/S	CLARIFICATION/MODIFICATION/ADDENDUM
1. Who will provide the Janitorial Supplies and materials?	The Procuring Entity will provide the Janitorial Supplies and materials except for the minimum Equipment Requirement to be provided by the Service Provider indicated in Item No. 2 of the Technical Specifications
2. On the Checklist of Technical and Financial Documents, page 28, letter “e” of the PBD, should the bidder submit a list or matrix of all its ongoing contracts?	Yes. The bidder shall submit a list of all ongoing government and private contracts, including contracts awarded but not yet started, in a form of matrix. However, the bidder shall submit/attach supporting document in relation to the Single Largest Contract.
3. What rate will be used with regard to the administrative fee?	The standard agency administrative fee of ten (10) percent of the total amount payable to employee and government shall be observed.
4. How many percent/rate will be used as basis for the computation of Philhealth contribution?	PhilHealth Contribution is 4.5% of Average Pay/Month as provided for under Philhealth Circular No. 2019-0009
5. How many copies of Technical & Financial Documents do we need to submit?	Two (2) copies of the Technical & Financial Documents should be submitted consisting of one (1) original and (1) certified true copy.

6. What is the percentage of Value Added Tax (VAT)?	With Reference to BIR Ruling 213-2015 the Value Added Tax is 12%
7. Clarification on the Bid Data Sheet, ITB Clause 20.2. c	<p>Modification:</p> <p>The bidder shall submit additional requirement during the opening of the bid. Letter “c” shall be read as follows:</p> <p><i>“The bidder shall submit certification that there is no delinquency of monthly premium payments for both the employer and employees of the janitorial agency concerned. The bidder shall submit a certification of the Social Security System for the second quarter or third quarter if already available and the certification of Philippine Health Insurance Corporation and Home Development Mutual Fund (Pag-ibig Fund) for the 3rd quarter.</i></p>

Reminders:

- Submission of bids will be on or before December 1, 2022, Thursday, at 1:00PM.
- Bidders shall sign all documents that need the signature of the authorized representative.
- Late bids shall not be accepted.

For guidance and information of all concerned.

DIR. HAZEL MARJORIE H. LUCAS
BAC Chairperson