



Bids and Awards Committee
SUPPLEMENTAL/BID BULLETIN NO. 1

DATE : November 28, 2023

SUBJECT: Procurement of Janitorial Services for CY 2024

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

ISSUE/S	CLARIFICATION/MODIFICATION/ADDENDUM
Is it required that the bidder attach all contracts for the all-ongoing government and private contracts or will it be sufficient that the bidder submits the statement through a matrix?	It is already sufficient for the bidder to 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 is required to submit/attach supporting document in relation to the Single Largest Contract.
What rate will be used with regard to the administrative fee?	The standard agency administrative fee of not less than ten percent (10%) of the total amount payable to Janitors and to the Government shall be observed.
How many percentage/rates will be used as basis for the computation of Philhealth & SSS contribution?	Philhealth Contribution is 4.5% of Average Pay/ Monthly. SSS Contribution is 9.5% of Monthly Salary Credit. Please refer to the SSS Circular No. 2022-033, Schedule of SS Contribution Effective January 2023.
How many percent is required for VAT?	VAT shall be 12% of (A + B + C) with reference to page 33 of the Bidding Document or the Cost Distribution of Monthly Contract Rate for Janitorial (Bid Form), BIR ruling No. 213-2015 dated June 19, 2015.

Reminders:

- Submission of bids shall be on or before December 11, 2023, Monday at 1:30PM.
- 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