



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No. 1

**PROCUREMENT OF JANITORIAL SERVICES FOR THE
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES –
CENTRAL OFFICE (DENR-CO)
(MULTI-YEAR CONTRACT – CY 2024-2025)**

Bid Ref. No. DENR-CO-2023-017

Approved Budget for the Contract: ₱29,710,095.97

This **Supplemental/Bid Bulletin No. 1** is being issued to reschedule the submission and opening of bids, revise provisions/specifications in the Bidding Documents and to address queries/clarifications raised by prospective bidders during Pre-Bid Conference held last 05 October 2023 for the aforementioned project:

A. Revision to provision/specification in the Bidding Documents:

FROM			TO		
NEW SCHEDULE OF BIDDING ACTIVITIES					
ACTIVITIES	DATE & TIME	VENUE/MODE	ACTIVITIES	DATE & TIME	VENUE/MODE
1. Submission of Bid Documents	19 October 2023, (Thursday) 9:00 AM	BAC Secretariat Office, Basement, DENR Main Bldg., Visayas Ave., Diliman, Quezon City	1. Submission of Bid Documents	24 October 2023, (Tuesday) 10:00 AM	BAC Secretariat Office, Basement, DENR Main Bldg., Visayas Ave., Diliman, Quezon City
2. Opening of Bids	19 October 2023, (Thursday) 9:30 AM	Online via Google Meet Platform**	2. Opening of Bids	24 October 2023, (Tuesday) 2:00 PM	Online via Google Meet Platform
SECTION IX. PRESCRIBED/SAMPLE FORMS					
Annex VI-A Detailed Financial Breakdown			Revised Annex VI-A Detailed Financial Breakdown		

B. Response to queries/clarifications:

QUERY/CLARIFICATION	RESPONSE
<p>On the financial form provided, it is indicated 365 working days but on the TOR, it was indicated 313 working days, is this a typographical error?</p>	<p>Yes, the Detailed Financial Breakdown is revised as detailed below:</p> <p>I. Labor Cost 2. 13th Month Pay (DW x No. of days/12/12) Wherein the number of days is 313 days.</p> <p>Other items shall remain the same.</p>
<p>Clarification on the Wage Order No. to be used.</p>	<p>The basis shall be Wage Order No. NCR-23 effective 4 June 2022. During Contract implementation the current wage orders and other government fees shall be applied.</p>
<p>On the documentary requirements (page 17 of the bidding documents), for clarification:</p> <p>i. Valid and current SSS Clearance or Latest Quarter Premium Remittances and DOLE Clearance/Certificate of No Pending Case.</p> <p>Can we require Valid and current SSS Clearance only and not the <i>Latest Quarter Premium Remittances</i>?</p>	<p>No, the requirements shall remain the same and shall be construed as:</p> <p><i>i. Valid and current SSS Clearance or Latest Quarter Premium Remittances</i></p> <p>and</p> <p><i>DOLE Clearance/Certificate of No Pending Case.</i></p> <p>Qualified bidders shall present any of the two (2) SSS documents, while the DOLE document is required.</p>

Bidders are advised to use the **Revised Annex VI-A Detailed Financial Breakdown** and submit together with all the other required documents for the submission of bids on **24 October 2023, 10:00 AM:**

Also, please use the **Revised Checklist of Technical and Financial Documents** as a guide/reference.

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 16th of October 2023 in Quezon City.

Approved by:

(sgd.) EVELYN G. NILLOSAN
Chief, Management Division & Alternate
Vice Chairperson, Bids and Awards Committee

Received by:		
_____ (SIGNATURE OVER PRINTED NAME)	_____ (DATE)	_____ NAME OF COMPANY
(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 8926-2675)		

**PROCUREMENT OF JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - CENTRAL OFFICE (DENR-CO)
(MULTI-YEAR CONTRACT - CY 2024-2025)
Bid Ref. No. DENR-CO-2023-017**

Monthly Cost Distribution per Janitorial Services for the Department of Environment and Natural Resources – Central Office

DETAILED FINANCIAL BREAKDOWN

(The Sum of the Total Contract Amount must be equal to the Bid Form per Annex VI)

I. LABOR COST	Amount in PhP
<i>(Wage Order No. NCR-23 effective 4 June 2022)</i>	_____
1. Basic Salary (DW x No. of days/year/12)	_____
2. 13 th Month Pay (DW x 313/12/12)	_____
3. 5 Days Incentive Leave (DW x 5/12)	_____
4. Legal Holiday Premium (DWx 10/12)	_____
5. Employees Contribution	_____
SSS (Employer’s Share) (MSC x 9.5%)	_____
Philhealth (MBS x 4.5%/2)	_____
PAG-IBIG Fund	_____
ECC	_____
TOTAL LABOR PER MONTH/JANITOR	_____
II. ADMINISTRATIVE OVER HEAD (Not less than 10%)	_____
A. 10% total contract cost DOLE DO No. 18-A 2011 Section 9(b)(ii)	_____
B. Cost of Supplies/Materials for the Service	_____
III. 12% VAT	_____
Rate per Janitor/Janitress	_____
TOTAL CONTRACT AMOUNT	_____
<i>(Rate per Janitor x 100 x 12 months)</i>	

Notes:

- 1. Please indicate **"0" or "-"** for item/s offered for free to the DENR. Incomplete financial proposal shall be considered non-responsive and thus, automatically disqualified in accordance with Section 32.2.1 (a) of the 2016 Revised IRR of RA 9184.
- 2. Rounding off of digits applies only to the centavo part which is nearest to the hundredths place (two decimal places).

Name of Company (in print)

Signature of Company Authorized Representative

Name and Designation (in print)

Date

DENR BIDS AND AWARDS COMMITTEE
REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: **PROCUREMENT OF JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) (MULTI-YEAR CONTRACT – CY 2024-2025)**

Bid Ref. No. **DENR-CO-2023-017**

APPROVED BUDGET FOR THE CONTRACT: ₱29,710,095.97

ENVELOPE 1: TECHNICAL COMPONENT

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

(a) Valid and current **Certificate of PhilGEPS Registration (Platinum Membership)** (all pages) *in accordance with Section 8.5.2 of the IRR* (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);

B. TECHNICAL DOCUMENTS

(b) Statement 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 (per **Annex I**);

(c) Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per **Annex I-A**)

Similar in nature shall mean "Procurement of Janitorial Services."

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:

- i) Copy of End User's Acceptance; or
- ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s

(d) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Project ABC (₱)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Original Bid Securing Declaration
29,710,095.97	594,201.92	1,485,504.80	No required Amount

1. Bid Securing Declaration per **Annex II**;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

<input type="checkbox"/>	<p><i>The following are the grounds for forfeiture of Bid Security</i></p> <ul style="list-style-type: none"> ▪ IF A BIDDER: <ul style="list-style-type: none"> a) Withdraws its bid during the period of bid validity. b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184. c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof. d) Submission of eligibility requirements containing false information or falsified documents. e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding. f) Allowing the use of one's name, or using the name of another for purposes of public bidding. g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid. h) Refusal or failure to post the required performance security within the prescribed time. i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification. j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor. k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful. l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons. ▪ IF THE SUCCESSFUL BIDDER: <ul style="list-style-type: none"> a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.
<input type="checkbox"/>	<p>(e) Conformity with Schedule of Requirements and Technical Specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents.</p>
<input type="checkbox"/>	<p>(f) Original duly signed Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as Annex III with attached <u>Proof of Authority of the bidder's authorized representative/s:</u></p> <ul style="list-style-type: none"> i. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Notarized Special Power of Attorney. ii. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>Note: <i>Should there be more than one (1) appointed authorized representatives, use the word "<u>any of the following</u>" or "OR", otherwise, all authorized representatives must sign/initial the bid submission</i></p> <p>IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>

C. FINANCIAL DOCUMENTS

(g) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per **Annex IV**).

The NFCC computation must at least be equal to the ABC of this project. The detailed computation using the required formula must be provided.

OR

Original copy of Committed Line of Credit (CLC) per **Annex IV-A** issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.

In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.

Class "B" Document: (For Joint Venture)

If applicable, For Joint Ventures, Bidder to submit either:

- (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or
- (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (**Annex V**) signed by 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 and must be in accordance with Section 23.1 (b) of the IRR

In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i)]

(h) **The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex V) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.**

ENVELOPE 2: FINANCIAL COMPONENT

Completed and signed Financial Bid Form. Bidder must use, accomplish and submit the following:

- a) ***Bid Form (Annex VI);***
- b) ***Detailed Financial Breakdown (Revised Annex VI-A); and***
- c) ***Detailed Breakdown for Various Supplies and Equipment (Annex VI-B)***

The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.

Further, the bid indicated in the Detailed Financial Breakdown per **Revised Annex VI-A** must be equal to the signed and submitted Bid Form per **Annex VI**.