



**BIDS AND AWARDS COMMITTEE I**

**Supplemental/Bid Bulletin No. 2**

**PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR THREE (3) YEARS (2018 TO 2021)**

**Bid Reference No. ASD-B1-2018-351**

This Supplemental/Bid Bulletin No. 2 is being issued to amend some provisions in the Bidding Documents.

**AMENDMENT TO BIDDING DOCUMENTS**

FROM	TO
<b>Section III. Bid Data Sheet</b>	
<b>Clause 12.1 Under (b) Technical Documents</b>	
<p>13.1(a) Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Financial Bid Form hereto attached as Annex VII and Detailed Computation/Cost Computation of the minimum monthly contract rate per janitor/allied services personnel per location attached as <b>Annex VII-A</b>.</p> <p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p>	<p>13.1(a) Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Financial Bid Form hereto attached as Annex VII and Detailed Computation/Cost Computation of the minimum monthly contract rate per janitor/allied services personnel per location attached as <b>Revised Annex VII-A</b>.</p> <p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p>
<b>Section VI. Bidding Forms</b>	
<b>Annex VII-A</b>	<b>Revised Annex VII-A</b>
Detailed Computation/Cost Computation of the Minimum Monthly Contract Rate Per Janitor/Allied Services Personnel Per Location	Detailed Computation/Cost Computation of the Minimum Monthly Contract Rate Per Janitor/Allied Services Personnel Per Location

Bidders are advised to use and submit the **Revised Annex VII-A** together with other required documents for the bid opening on **27 September 2018 (Thursday) 09:00 AM**. Also please use the 2<sup>nd</sup> Revised Checklist of Requirements as reference.

This **Supplemental/Bid Bulletin No. 2** shall form part of the Bidding Documents. Any provision in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For the guidance and information of all concerned.

Issued this 20<sup>th</sup> day of September 2018 in Makati City.

Reviewed and approved by:

**(Sgd)ATTY. MA. VICTORIA C. MAGCASE**  
Chairperson, Bids and Awards Committee I

**(Sgd)ATTY. MARIA GUDELIA C. GUESE**  
Vice Chairman

**(Sgd)CHRISTABELLE P. EBRIEGA**  
Member

**(Sgd)MYRA CHITELLA T. ALVAREZ**  
Member

**(Sgd)DAVID A. INOCENCIO**  
Member

## Revised Annex VII-A

### DETAILED COMPUTATION/COST COMPUTATION OF THE MONTHLY CONTRACT RATE PER JANITOR/ALLIED SERVICES PERSONNEL PER LOCATION

**PLEASE ENUMERATE ALSO THE HOLIDAYS WITH PAY**  
(Should not exceed the ABC and must be equal to the Total Monthly Bid Price)

Particulars	Janitorial/Internal Messengers	PBAX Operator / Admin./Audit Clerk / Motorized Msgr. / Driver / WH Utility Worker
<b>A. MONTHLY RATE</b>	<i>(Minimum wage based on WO 21 &amp; PhilHealth 2017- 0054)</i>	
Basic Pay		12,973.77
COLA		
Vac./Sick Leave (10 days)		
13 <sup>th</sup> Month Pay		
<i>Sub-Total</i>		
<b>B. PAID TO THE GOV'T</b>		
Pag-ibig Contribution		
SSS Contribution		
PhilHealth Premiums		
ECC		
<i>Sub-Total</i>		
<b>C. TOTAL PAID TO CONTRACTUAL &amp; GOV'T</b>		
Administrative Expenses		
BILLING PER MONTH		
ADD: VAT 12%		
<b>TOTAL BILL PER MONTH</b>		
OVERTIME BILLING/HR		
Regular OT _____%		
Special Holidays _____%		
Legal Holidays _____%		

**PITC BIDS AND AWARDS COMMITTEE I**  
**2<sup>nd</sup> REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS**

Name of Company: \_\_\_\_\_  
 Project: **PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR THREE (3) YEARS (2018 TO 2021)**  
 Bid Ref. No. **ASD-B1-2018-351**  
**APPROVED BUDGET FOR THE CONTRACT: ₱ 11,185,000.00**

Ref. No.	Particulars
<b>ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS</b>	
<b>12.1 (a)</b>	<b>ELIGIBILITY DOCUMENTS</b>
	<b>CLASS "A" DOCUMENTS</b>
(i)	Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;
(ii)	Valid and current Business / Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located <b>OR</b> the equivalent document for Exclusive Economic Zones or Areas;  In cases of recently expired Mayor's / Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement.
(iii)	Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;
(iv)	Copy of Audited Financial Statements for 2017 and 2016 (in comparative form or separate reports): (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income).  Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.
<b><u>OR</u></b>	
Submission of valid and current <b>PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A</b> in lieu of items (i), (ii), (iii) and (iv) above.	
(v)	Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. <b>(Annex I)</b> ;

(vi)	<p>Statement of Single Largest Completed Contract of similar nature within the last <b>five (5) years</b> from date of submission and receipt of bids equivalent to at least <b>fifty percent (50%)</b> of the total ABC (<b>Annex I-A</b>).</p> <p>Any of the following documents must be submitted/attached corresponding to the listed completed largest contracts per <b>Annex I-A</b>:</p> <p>(a) Copy of End User's Acceptance; or  (b) Copy of Official Receipt/s; or  (c) Sales Invoice and Collection Receipt</p>	
(vii)	<p>Duly signed Certificate of Net Financial Contracting Capacity (NFCC) per <b>Annex II</b>, in accordance with ITB Clause 5.5 OR Committed Line of Credit</p> <p>a. Should the bidder opt to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in <b>Annex II</b>.</p> <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. For Local Bidders: The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR</li> <li>2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I.</li> <li>3. The detailed computation must be shown using the required formula provided above.</li> <li>4. The NFCC computation must at least be equal to the ABC of the project.</li> </ol> <p><b>OR</b></p> <p>b. Should the bidder opt to submit a Committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit MUST BE MACHINE VALIDATED. (See sample Bank Form per <b>Annex II-A</b>).</p>	
<b>12.1. (b)</b>	<b>TECHNICAL DOCUMENTS</b>	
(i)	<p><b>Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms:</b></p> <ol style="list-style-type: none"> <li>1) Bid Securing Declaration per <b>Annex IV</b>;</li> <li>2) Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC (₱ 223,700.00);</li> <li>3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC (₱ 223,700.00); <b>OR</b></li> <li>4) Surety bond callable upon demand equivalent to at least 5% of the ABC (₱ 559,250.00).</li> </ol>	
(ii)	Duly signed and completed Technical Bid Form. Bidder must use, accomplished and submit the Technical Bid Form attached as <b>Annex IV</b> ;	
(iii)	Duly signed/conformed PITC Terms of Reference attached as <b>Annex IV-A</b> ;	

(iv)	<b>Certificate of Performance Evaluation (Revised Annex V)</b> with a rating of <b>Satisfactory</b> issued by the Single Largest Completed Contract/s Client/s of the bidder per submitted <b>Annex I-A</b> .	
(v)	<b>Proof of Authority</b> of the bidder's authorized representative/s: 1. <b>FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):</b> Duly notarized Special Power of Attorney 2. <b>FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE:</b> Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.	
(vi)	<b>Omnibus Sworn Statements using the form prescribed. (Annex VI)</b> a) Authority of the designated representative b) Non-inclusion in blacklist or under suspension status c) Authenticity of Submitted Documents d) Authority to validate Submitted Documents e) Disclosure of Relations f) Compliance with existing labor laws and standards g) Bidders Responsibilities h) Did not pay any form of consideration	
	<b>ENVELOPE 2: FINANCIAL DOCUMENTS</b>	
13.1	Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Financial Bid Form hereto attached as <b>Annex VII</b> and Detailed Computation/Cost Computation of the minimum monthly contract rate per janitor/allied services personnel per location attached as <b>Revised Annex VII-A</b> . The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.	

**Note:**

- In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail.**
- In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Eligibility, Technical and Financial Documents checklist.**