



**BIDS AND AWARDS COMMITTEE I**

**SUPPLEMENTAL BID BULLETIN NO. 1**

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

**Bid Reference No. ASD-B1-2020-315 2nd Rebid  
(Prev. Bid Ref. Nos. ASD-B1-2019-440 Rebid & ASD-B1-2019-155)**

**Approved Budget for the Contract: P 4,630,200.00  
(For the 1st Year only)**

This **Supplemental/Bid Bulletin No. 1** is being issued to clarify, modify and amend Bidding Documents.

**A. AMENDMENT TO BIDDING DOCUMENTS:**

FROM						
Description	ABC (PhP) (VAT Inclusive)	Funding Source	Bid Security (in any of the following forms)	Cost/Price of Bidding Documents (cash payment only) (₱)		
TO						
Description	ABC (PhP) (VAT Inclusive) (₱)	Funding Source	Bid Security (in any of the following forms)	<b>Cost/Price of Bid Documents (Cash payment OR Cash Deposit) (₱)</b>		
FROM	TO					
SECTION I. INVITATION TO BID						
<p>xxx..</p> <p>8. The complete set of bidding documents maybe acquired by interested bidders during office hours (8:00am – 4:00pm) but no later than 4:00pm upon payment of a non-refundable fee as indicated above. The bidding documents shall be received personally by the prospective bidder or his duly authorized representative upon presentation of proper identification document.</p> <p>However, bidders who previously bought bidding documents for Bid Ref. No. ASD-B1-2019-155</p>	<p>xxx..</p> <p><b>8. The complete set of Bidding Documents may be acquired by interested bidders from Monday to Friday between 9:00AM to 2:00PM upon payment of a non-refundable fee as indicated above and look for the following BAC Secretariat:</b></p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center;"><b>Monday</b></td> <td style="width: 50%; text-align: center;"><b>Jane Arcilla / Veronica Morales</b></td> </tr> </table>				<b>Monday</b>	<b>Jane Arcilla / Veronica Morales</b>
<b>Monday</b>	<b>Jane Arcilla / Veronica Morales</b>					



may acquire the bidding documents free-of-charge upon presentation of official receipt.

It may also be downloaded free of charge from the website of the PhilGEPS and the PITC website, PROVIDED that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

xxx..

<b>Tuesday</b>	<b>Veronica Morales</b>
<b>Wednesday</b>	<b>Jane Arcilla / Veronica Morales</b>
<b>Thursday</b>	<b>Irissa Ordillano</b>
<b>Friday</b>	<b>Irissa Ordillano</b>

It may be also downloaded free of charge from the website of the PhilGEPS and the PITC website. However, only those who have paid the cost of Bidding Documents at least one (1) day before the submission of their bids will be allowed to bid.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

**1) Cash Payment**

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM

OR

**2) Cash Deposit**

Interested Bidders may send a request letter for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com. Thereafter, proof of payment must be emailed back to the BAC Secretariat

**FROM**

xxx..

9. The **Schedule of Bidding Activities** shall be as follows:

<b>ACTIVITIES</b>	<b>TIME</b>	<b>VENUE</b>
<b>1. Sale and Issuance of Bidding Documents</b>	8:00 AM to 4:00 PM only, Mondays to Fridays, starting 06 March 2020	BAC I Secretariat c/o Ms. Ana DG Aspreo at 5/F NDC Building, 116 Tordesillas Street Salcedo Village, 1227 Makati City
<b>2. Pre-bid Conference</b>	13 March 2020 (Friday) 02:00 PM	5/F Conference Room, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City
<b>3. Submission and Opening of Bids</b>	13 April 2020 (Monday) 04:00 PM  *Late Bids shall not be accepted.	

xxx..



**TO**

XXX..

9. The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	TIME	VENUE
4. Sale and Issuance of Bidding Documents	8:00 AM to 4:00 PM only, Mondays to Fridays, starting 06 March 2020	<b>Assigned BAC I Secretariat per above schedule of BAC Secretariat at 3/F, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City</b>
5. Pre-Bid Conference	13 March 2020 (Friday) 2:00 PM	5/F Conference Room, NDC Bldg. 116 Tordesillas Street, Salcedo Village 1227 Makati City
6. Submission and Opening of Bids	<b><u>11 August 2020 (Tuesday)</u></b> <b><u>3:00 PM</u></b>  Late bids shall not be accepted	<b>PITC Conference Room, NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City</b>  <b><u>Via video conference**</u></b> <b><u>(Zoom)</u></b>

*\*\*Only two (2) pre-registered representatives per bidder shall be allowed to participate in the Zoom Conference.*

**For Bid Opening**

In line with the precautionary health measures being adopted by the agency, bidders who bought the Bidding Documents may join the Bid Opening via video conference (**Zoom**) and advised to send their request for Zoom Link Password to the **bac1secretariat@pitc1973.onmicrosoft.com** with the following information together with proof of identity of the attendee **a day before** the scheduled conference.

<b>1. Name of Project</b>
<b>2. Bid Reference</b>
<b>3. Activity</b>
<b>4. Company Name</b>
<b>5. Address</b>
<b>6. Name of Representative [maximum of two (2)]</b>
<b>7. Contact Nos.</b>
<b>8. E-mail Address</b>
<b>9. Proof of Identity attached</b>

**FROM**

10. Interested bidders may obtain further information from the BAC I Secretariat c/o Ms. Ana DG Asprec at the 5/F NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City, from 8:00 AM to 4:00 PM only, Mondays to Fridays starting 06 March 2020 at tel. No. 8818-9801 loc. 308. However, any queries relative to the contents of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission and Opening of Bids.



TO

10. Interested bidders may obtain further information from the BAC I Secretariat c/o **Ms. Veronica A. Morales** at the 3/F NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City, from 8:00 AM to 4:00 PM only, Mondays to Fridays starting 06 March 2020 at tel. No. 8818-9801 loc. 308. However, any queries relative to the contents of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission and Opening of Bids

**SECTION III. Bid Data Sheet**

FROM

xxx..

ITB Clause 10.1

Prospective bidders may request for clarifications on any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the following to at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

CHAIR

Bids and Awards Committee I

Philippine International Trading Corporation (PITC)

5/F, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Email: chairbac1@pitc.gov.ph, pitcbac1@gmail.com

Telefax: 8892-2149

TO

xxx..

ITB Clause 10.1

Prospective bidders may request for clarifications on any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity **via email or fax** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

CHAIR

Bids and Awards Committee I

Philippine International Trading Corporation (PITC)

**Email: chairbac1@pitc.gov.ph**

Telefax: 8892-2149



FROM	TO
<p>xxx..</p> <p>ITB Clause 12.1 (a) ELIGIBILITY DOCUMENTS</p> <p style="text-align: center;"><u>Class "A" Documents:</u></p> <p><b><u>ELIGIBILITY DOCUMENTS</u></b></p> <p>(iv) Copy of Audited Financial Statements for 2018 and 2017 (in comparative form or separate reports):</p> <ul style="list-style-type: none"> <li>(a) Independent Auditor's Report;</li> <li>(b) Balance Sheet (Statement of Financial Position); and</li> <li>(c) Income Statement (Statement of Comprehensive Income).</li> </ul> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>OR</p> <p>Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of items (i), (ii), (iii) and (iv) above.</p> <p>*Note: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Audited Financial Statements for 2018 and 2017 (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.</p> <p>xxx..</p>	<p>xxx..</p> <p>ITB Clause 12.1 (b) ELIGIBILITY DOCUMENTS</p> <p style="text-align: center;"><u>Class "A" Documents:</u></p> <p><b><u>ELIGIBILITY DOCUMENTS</u></b></p> <p>(iv) Copy of Audited Financial Statements for <b><u>2019 and 2018</u></b> (in comparative form or separate reports):</p> <ul style="list-style-type: none"> <li>(a) Independent Auditor's Report;</li> <li>(b) Balance Sheet (Statement of Financial Position); and</li> <li>(c) Income Statement (Statement of Comprehensive Income).</li> </ul> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>OR</p> <p>Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of items (i), (ii), (iii) and (iv) above.</p> <p>*Note: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Audited Financial Statements for <b><u>2019 and 2018</u></b> (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.</p> <p>xxx..</p>



**FROM**

XXX..

ITB Clause 20.4

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
- (d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.

TO : THE BIDS AND AWARDS COMMITTEE I  
PHILIPPINE INTERNATIONAL TRADING CORPORATION  
FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)  
ADDRESS: \_\_\_\_\_  
(Address of Bidder in Capital Letters)  
PROJECT: PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT  
FOR THREE (3) YEARS  
BID REF NO: ASD-B1-2020-315 2nd Rebid  
(In Capital Letters, Indicate the Phase):  
"DO NOT OPEN BEFORE: 13 April 2020 (Monday) 04:00 PM"

XXX..

**TO**

XXX..

ITB Clause 20.4

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
- (d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.

TO : THE BIDS AND AWARDS COMMITTEE I  
PHILIPPINE INTERNATIONAL TRADING CORPORATION  
FROM : \_\_\_\_\_  
(Name of Bidder in Capital Letters)  
ADDRESS: \_\_\_\_\_  
(Address of Bidder in Capital Letters)  
PROJECT: PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES  
REQUIREMENT FOR THREE (3) YEARS  
BID REF NO: ASD-B1-2020-315 2nd Rebid  
(In Capital Letters, Indicate the Phase):  
"DO NOT OPEN BEFORE: **11 August 2020 (Tuesday) 03:00 PM**"

XXX.



**FROM**

xxx..

ITB Clause 21

The address for submission of bids is Philippine International Trading Corporation, G/F NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.

The deadline for submission of bids: 13 April 2020 (Monday) 04:00 PM

xxx..

**TO**

xxx..

ITB Clause 21

The address for submission of bids is *Philippine International Trading Corporation, Ground Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.*

The deadline for submission of bids is **11 August 2020 (Tuesday) 3:00 PM** .

xxx..

**FROM**

xxx..

ITB Clause 24.1

The place of bid opening is *Philippine International Trading Corporation, 5<sup>th</sup> Floor Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.*

The date and time of bid opening is 13 April 2020 (Monday) 04:00 PM .

xxx..

**TO**

xxx..

ITB Clause 24.1

The place of bid opening is *Philippine International Trading Corporation, **PITC Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City. Via video conference (Zoom)***

The date and time of bid opening is **11 August 2020 (Tuesday) 3:00 PM**

xxx..

FROM	TO
<p>xxx..</p> <p>ITB Clause 29.2, 29.2(a), 29.2(b), and 29.2(d)</p> <p>Post Qualification: Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid</p>	<p>xxx..</p> <p>ITB Clause 29.2, 29.2(a), 29.2(b), and 29.2(d)</p> <p>Post Qualification: Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid</p>





(S/LCB), the Supplier shall submit and/or present the following requirements for post qualification:

1. xxx..
2. xxx..
3. Present original copy of the following:
  - a. Registration Certificate from SEC (for corporations) or DTI (for sole proprietorship or CDA (for cooperatives);
  - b. 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 OR the equivalent document for Exclusive Economic Zones or Areas;
  - c. Valid and Current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018;
  - d. Copy of Audited Financial Statements for 2018 and 2017 (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.

- e. End-User's Acceptance, Official Receipt (duplicate or triplicate copy) or Sales Invoice with Collection Receipt/s (duplicate or triplicate copy) relative to Single Largest Completed Contract per submitted Annex I-A.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Should there be a finding against the veracity of any of the documents submitted, the Bid Security shall be forfeited in accordance with Sec. 69 of the IRR of RA 9184.

xxx..

(S/LCB), the Supplier shall submit and/or present the following requirements for post qualification:

1. xxx..
2. xxx..
3. Present original copy of the following:
  - a. Registration Certificate from SEC (for corporations) or DTI (for sole proprietorship or CDA (for cooperatives);
  - b. 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 OR the equivalent document for Exclusive Economic Zones or Areas;
  - c. Valid and Current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018;
  - d. Copy of Audited Financial Statements for **2019 and 2018** (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.

- e. End-User's Acceptance, Official Receipt (duplicate or triplicate copy) or Sales Invoice with Collection Receipt/s (duplicate or triplicate copy) relative to Single Largest Completed Contract per submitted Annex I-A.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Should there be a finding against the veracity of any of the documents submitted, the Bid Security shall be forfeited in accordance with Sec. 69 of the IRR of RA 9184.

**As part of Post Qualification, eligibility and technical documents submitted by the S/LCB, will be validated and verified.**

xxx..





For guidance and information of all concerned.

Issued this 3<sup>rd</sup> day of August 2020 in Makati City.


  
**CHRISTABELLE F. EBRIEGA**  
Chairperson

  
**ATTY. MARIA GUDELIA C. GUESE**  
Vice-Chairperson

  
**MYRA CHITELLA T. ALVAREZ**  
Member

**DAVID A. INOCENCIO**  
Member

  
**JOEL S. RODRIGUEZ**  
Member

  
**ATTY. MITZELL ARTHUR R. MAGDAONG**  
Alternate Member

Received by : (PLS SIGN) \_\_\_\_\_

Bidder's Name : (PLS PRINT) \_\_\_\_\_

Date : \_\_\_\_\_

**(PLEASE RETURN OR FAX THIS PORTION ONLY TO THE PITC BAC-1)**



**PITC BIDS AND AWARDS COMMITTEE I  
REVISED CHECKLIST OF REQUIREMENTS**

Name of Company : \_\_\_\_\_  
 Project : **PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES  
REQUIREMENT FOR THREE (3) YEARS**  
 Ref No. : **ASD-B1-2020-315 2nd Rebid**  
 (Prev. Bid Ref. Nos. ASD-B1-2019-440 Rebid & ASD-B1-2019-155)  
 Approved Budget (ABC) : **₱ 4,630,200.00**

Per Bid Docs Item No.	Particulars
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**CERTIFICATION ON ELIGIBILITY**

**ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS**

**(a.) ELIGIBILITY (CLASS "A" DOCUMENTS )**

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 OR the equivalent document for Exclusive Economic Zones or Areas;  In case 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 per Executive Order 398 and Revenue Memorandum Order No. 46-2018 as finally reviewed and approved by the BIR;	
iv.	Copy of Audited Financial Statements for <b>2019 and 2018</b> (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.	



<p><b>OR</b></p> <p><b>Submission of valid and current</b> Certificate of PHILGEPS Registration (Platinum Membership) together with Annex A <b>in lieu of items (i), (ii), (iii) and (iv) above.</b></p> <p><i>*Note: Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of Certificate of PHILGEPS Registration (Platinum Membership). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Audited Financial Statements for 2019 and 2018 (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.</i></p> <p>In case the bidder opts to submit their Class “A” Documents, the Certificate of PHILGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. <i>“GPPB Circular 07-2017 dated 31 July 2017”</i></p>		
<p>v.</p>	<p>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>);</p>	
<p>vi.</p>	<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 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) Copy of Sales Invoice with Collection Receipt/s</p>	
<p>vii.</p>	<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> <p>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  2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I.  3. The detailed computation must be shown using the required formula provided above.  4. The NFCC computation must at least be equal to the ABC of the project.</p>	



	<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 <b>MUST BE MACHINE VALIDATED</b>. (See sample Bank Form per <b>Annex II-A</b>).</p>	
<p><b>B. TECHNICAL DOCUMENTS</b></p>		
<p>i.</p>	<p>Bid security must be issued in favor of the <b>PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)</b> in any of the following forms:</p> <ol style="list-style-type: none"> <li>1) Bid Securing Declaration per <b>Annex III</b>;</li> <li>2) Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC (<b>₱92,604.00</b>);</li> <li>3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC (<b>₱92,604.00</b>); <b>OR</b></li> <li>4) Surety bond callable upon demand equivalent to at least 5% of the ABC (<b>₱231,510.00</b>).</li> </ol> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>(a) The Cashier's/Manager's Check shall be issued by a Local Universal or Commercial Bank.</li> <li>(b) The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Local Commercial Bank.</li> <li>(c) Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must conform with the following:             <ol style="list-style-type: none"> <li>(1) 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 copy of a valid 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.</li> <li>(2) Callable upon demand</li> <li>(3) <b>Must specify the grounds for forfeiture of bid security as stated in Section II, ITB Clause 18.5, to wit:</b> <ul style="list-style-type: none"> <li>▪ <b>IF A BIDDER:</b> <ol style="list-style-type: none"> <li>(i) withdraws its bid during the period of bid validity specified in ITB Clause 17;</li> <li>(ii) does not accept the correction of errors pursuant to ITB Clause 28.3(b);</li> <li>(iii) has a finding against the veracity of any of the documents submitted as stated in ITB Clause 29.2; or</li> <li>(iv) submission of eligibility requirements containing false information or falsified documents;</li> </ol> </li> </ul> </li> </ol> </li> </ol>	



	<ul style="list-style-type: none"> <li>(v) submits 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;</li> <li>(vi) allowing the use of one's name, or using the name of another for purposes of public bidding;</li> <li>(vii) 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;</li> <li>(viii) refusal or failure to post the required performance security within the prescribed time;</li> <li>(ix) 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;</li> <li>(x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;</li> <li>(xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or</li> <li>(xii) 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 reason.</li> </ul> <p>▪ <b>IF THE SUCCESSFUL BIDDER:</b></p> <ul style="list-style-type: none"> <li>(xiii) fails to sign the contract in accordance with ITB Clause 32; or</li> <li>(xiv) fails to furnish performance security in accordance with ITB Clause 33.</li> </ul>	
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.	Certificate of Performance Evaluation ( <b>Annex V</b> ) with a rating of at least <b>Very Satisfactory</b> , issued by the Single Largest Completed Contract Client or Clients of the bidder per <b>Annex I-A</b> ;	
v.	Proof of Authority of the designated representative/s for purposes of the bidding	
	a. Duly notarized Special Power of Attorney – For Sole Proprietorship if owner opts to designate a representative/s; OR	
	b. Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.  Provided that 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 representatives for purposes of this bidding.	



vi.	Omnibus Sworn Statement ( <b>Annex VI</b> )	
	a. Authority of the Designated representative corresponding with above proof of authority	
	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	<p>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>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><b>Note:</b></p> <ol style="list-style-type: none"> <li><b>In case of inconsistency between the Checklist of Requirements for bidders and the provisions in the Instructions to Bidders and Bid Data Sheet, the Instructions to Bidders and Bid Data Sheet shall prevail.</b></li> <li><b>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.</b></li> </ol>		