



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

BIDS AND AWARDS COMMITTEE (BAC) I

PROJECT : THREE-YEAR CONTRACT FOR JANITORIAL SERVICES FOR SSS
NCR OPERATIONS GROUP AND PROCESSING CENTERS

ITB NO. : Goods 2019-022

SUBJECT : BID BULLETIN NO. 1

DATE : 05 April 2019

Details of the bidding, as advertised:

Advertisement:	Posting at Websites & Conspicuous Places – March 22 to 29, 2019
Approved Budget for the Contract (ABC) and Source of Fund	Lot 1 – NCR North and East Divisions and Processing Center – P27,028,281.00/year Lot 2 NCR West and South Divisions and Processing Center – P20,073,567.00/year COB – Janitorial Services – MOOE
Price of BD (non-refundable)	Lot 1 – P15,000.00 Lot 2 – P13,500.00
Delivery Period	Three (3) Year Contract

The 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, which took effect on 28 October 2016, and the Fifth Edition of the Philippine Bidding Documents, which took effect in January 2017, shall be applied in the bidding process.

This addendum/Bid Bulletin No. 1 is issued to clarify, modify or amend items in the Bidding Documents (BD) as a result of the pre-bidding conference on 01 April 2019. This shall form an integral part of the BD.

Under Section 22.5.3 of the RIRR of RA 9184, it shall be the responsibility of all those who have properly secured the BD to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC.

1. Schedule of activities as discussed in the Pre-bidding Conference:

- Deadline for the submission of written queries: Wednesday, 03 April 2019
- Issuance of Bid Bulletin No. 1 – reply to written queries: Friday, 05 April 2019
- **Submission and opening of 2 envelopes: Monday, 15 April 2019, 2:00 p.m. at the Green Room, 12th floor, SSS Main Building, East Avenue, Diliman, Quezon City**

2. Issues raised during the Pre-bid Conference is attached as Annex "A".

3. The submission of the 1st and 2nd envelopes shall be on a non-discretionary pass/fail basis as indicated under Section II - Instructions to Bidders, item 24. Bids, including the eligibility requirements, submitted after the deadline shall not be accepted by the BAC. **Failure to submit any document stated in the checklist of the BD shall be ground for outright disqualification.**

4. The first envelope contains the eligibility and technical documents of the bid, as specified under Section III - Bid Data Sheet, item 12.1 (a).

a. Checklist of the 1st envelope (details in the BD) – submitted Eligibility Documents shall be applicable to any or all lots the bidder intends to participate in:

a.1 For bidders with Platinum Membership:

- PhilGEPS Certificate of Registration and membership.

In case of uploaded document/s, which validity period had already expired, submit the updated document/s.

a.2 For bidders with Blue Membership:

- PhilGEPS Certificate of Registration and Membership
- SEC/DTI Registration
- 2019 Mayor's Permit
- Valid Tax Clearance
- 2017 Audited Financial Statement

a.3 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; **(please see revised form)**

a.4 JVA, in case of Joint Venture – Class "B" Documents (Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, except for SSS Clearance that must be complied by all JV partners);

a.5 Omnibus Sworn Statement (form supplied)

b. The following Technical and Financial Documents shall be submitted on a per lot basis. Please indicate on the document the corresponding lot number the bidder intends to participate in:

b.1 Statement of **Similar Single Largest Completed Contract (SLCC) with supporting documents**, equivalent to at least **50% of the ABC per lot**, completed **within three (3) years** prior to the submission and opening of bids **(please see revised form)**

b.2 NFCC Computation or committed Line of Credit

b.3 Bid Security (2% of the ABC for Cash or Manager's/Cashier's Check payable to SSS or Bank Draft of the ABC. For Surety Bond, 5% of the ABC or Bid Securing Declaration – form supplied).

b.4 Technical Documents – project requirements

- Section VI – Schedule of Requirements
- Section VII – Statement of Compliance with the Technical Specifications

c. **Reminder/emphasis on the following:**

c.1 For the Bidder's Bond – the amount of Bid Security shall not be less than the following:

Percentage of the ABC	Form of Bid Security
Two percent (2%)	(a) Cash or cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank
	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it

	shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.
Five percent (5%)	(c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.

Bank securities must be issued by a universal/commercial bank while Surety Bond must be accompanied by a certification from the Insurance Commission that issuer is authorized to issue such security, except for GSIS Bond as confirmed with the GPPB.

- c.2 The Bid Security shall be limited to at least one (1) form (Cash/Bank Guarantee/Surety Bond) OR Bid Securing Declaration per format provided in the bidding documents.
- c.3 The documents of the 1st envelope must be submitted in five (5) sets/copies as indicated in Section III – Bid Data Sheet, item 20.3. **Each and every page of the bidder's proposal (legal, technical, financial) shall be signed by the bidder or his/her duly authorized representative/s. Failure to do so shall be a ground for disqualification.**
5. The 2nd envelope contains the financial information/documents as specified in Section III – Bid Data Sheet, item 13.1 must be submitted in five sets/copies.

Checklist of the 2nd envelope:

- 5.1 Bid Form (form supplied) – pages 60 to 63
5.2 Detailed Breakdown (form supplied) – softcopy of Detailed Breakdown will be provided to the bidders

Please take note that the Administrative Fee shall be based on the DOLE Department Order No. 18-A.

Bidders shall fill up all required items/field in the Detailed Breakdown. Failure to do so shall render the bid as NON-RESPONSIVE and shall be ground for outright disqualification. If the item is given for free, indicate dash (-), zero (0) or free. If the item is not applicable, indicate N/A.

The Financial Proposal must be inclusive of all applicable taxes per Section 28.6 and should not exceed the ABC.

6. The financial proposals submitted by the bidders shall be subjected to Bid Evaluation. The bidder with the **Lowest Calculated Bid per lot** shall be required to submit the following additional documents specified in Section III - Bid Data Sheet, item 29.2, **within non-extendible period of five (5) calendar days upon receipt of written notice from the BAC:**
- 6.1 2017 Income Tax Return filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
6.2 Quarterly VAT for the period July to December 2018;
6.3 Documents listed in the Platinum Membership and updates, if any;
 - SEC/DTI Registration
 - 2019 Mayor's Permit
 - Valid Tax Clearance
 - 2017 Audited Financial Statement filed through EFPS
6.4 Other Technical Requirements as stated in page 35 of the Bidding Documents
7. Awarding shall be made to the bidder with the Lowest Calculated and Responsive Bid (LCRB) per lot.

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Annex "A"
BAC Resolution No. BB-2019-050
dated 05 April 2019

ANNEX 'A'

**PROJECT: THREE-YEAR CONTRACT FOR JANITORIAL SERVICES FOR SSS
NCR OPERATIONS GROUP AND PROCESSING CENTERS**

A. RESPONSES TO THE QUERIES RAISED DURING PRE-BID CONFERENCE:

	Query/Clarifications	SSS RESPONSE
1	Regarding the cost for the required equipment, considering that it is not carried by the SSS, bidders requested for the review of the Approved Budget of the Contract (ABC)	The SSS maintains its ABC as published.