

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 MAIN OFFICE AND NCR PROPERTIES

ITB NO. : Goods 2019-009

SUBJECT : BID BULLETIN NO. 1

DATE : 18 February 2019

Details of the bidding, as advertised:

Advertisement:	Posting at Websites & Conspicuous Places – January 10 to 17, 2019
Approved Budget for the Contract (ABC) and Source of Fund	Lot 1 - SSS Main Office P32,401,351.00 per year Lot 2 - NCR Properties P9,132,868.00 per year Lot 1 M/R – Building – Janitorial Services Lot 2 - Investment Income
Price of BD (non-refundable)	Lot 1 – P17,500.00 Lot 2 – P10,000.00
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 08 February 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: Thursday, 11 February 2019
- Issuance of Bid Bulletin No. 1 – reply to written queries: Thursday, 14 February 2019
- **Submission and opening of 2 envelopes: Friday, 22 February 2019, 2:00 p.m. at the Green Room, 12th floor, SSS Main Building, East Avenue, Diliman, Quezon City**

Revised Schedule of activities:

- **Issuance of Bid Bulletin No. 1 – reply to written queries: Monday, 18 February 2019**

- **Submission and opening of 2 envelopes: Tuesday, 26 February 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 and reply to written queries 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 or 2018 Mayor's Permit and proof of application for renewal of Mayor's Permit
 - Valid Tax Clearance
 - 2017 Audited Financial Statement
 - a.3 Statement of all its Ongoing Government and Private Contracts, **with supporting documents**, 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 Statement of **Similar** Single Largest Completed Contract (SLCC) **with supporting documents**, equivalent to at least **50% of the ABC**, completed **within three (3) years** prior to the submission and opening of bids **(please see revised form)**
 - a.5 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.6 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 NFCC Computation or committed Line of Credit
 - b.2 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.3 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
2%	Cash or cashiers'/manager's check, Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank
5%	Surety Bond

Bank securities must be issued by a universal/commercial bank while Surety Bonds 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 61 to 62
- 5.2 Detailed Breakdown (form supplied) – softcopy of Detailed Breakdown will be provided to the bidders

Please take note that the Total Overhead and Profit Margin shall not be less than 10% but not more than 12% of the Sum of Direct Labor, Due to Government Agencies and Supplies and Material Costs and shall include the Pre-deployment Expenses as stated in GCC Clause 6.2, Item 6 of the SSC (Obligation to Winning Bidder).

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 April to September 2018;
 - 6.3 Documents listed in the Platinum Membership and updates, if any;

- SEC/DTI Registration
- 2019 Mayor's Permit or 2018 Mayor's Permit and proof of application for renewal)
- 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.

Prepared by:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat Department

Concurred by:


ALBERTO A. DIAZ
Chairperson, TWG

Approved by:


HELEN L. ABOENCIA
Vice President & Vice-Chairperson
Bids and Awards Committee I



Annex "A"
BAC Resolution No. BB-2019-017
dated 18 February 2019