



**BSWM- BIDS AND AWARDS COMMITTEE**  
**SUPPLEMENTAL BID BULLETIN**  
**ADDENDUM NO. 2022-00-001-01**

**CONTRACT:   PROCUREMENT OF BSWM JANITORIAL SERVICES FOR CY 2022 - IB  
NO. BSWM-2022-00-001**

This **Addendum** is being issued in accordance with **Section 22.5.2 of the IRR of RA 9184**, to clarify and modify some provision of the Bidding Document. **THIS SHALL FORM AN INTEGRAL PART OF THE BID DOCUMENT.** Likewise, the succeeding agreements and reminders were discussed during the **Pre-Bid Conference** held last **November 16, 2021, 9:30AM at the BSWM Function Hall and via Videoconferencing-Zoom.**

This procurement is undertaken through **Early Procurement Activity** per **GPPB Circular 06-2019**, Guidelines on the Implementation of Early Procurement Activities (EPA). As such:

- a. award of the Contract is subject to the approval of the General Appropriation Act for CY 2022;
- b. fixed price rule in procurement shall apply;
- c. extension of bid validity and security may apply per Article 4 of GPPB Circular 06-2019;
- d. eligibility requirements shall be valid prior to award of Contract;
- e. date of earliest delivery shall be determined upon award of Contract.

**I. DISCUSSION OF THE BIDDING DOCUMENT:**

- **Total ABC of the contract: Seven Million Pesos (PhP 7,000,000.00).**
- Bidder must have completed a single contract that is similar to this project, equivalent to **at least fifty percent (50%) of the ABC (Php 3,500,000.00);**

Similar contract shall be contract for janitorial services and/or its equivalent, completed within two (2) consecutive years from the date of submission and receipt of bids

- **Awarding:** Project shall be awarded as one contract.
- **Schedule of Requirement:** Services is required from January to End of December 2022 or as stated in the contract.

**II. CLARIFICATION AND AGREEMENTS DURING THE PRE-BID CONFERENCE:**

| QUERIES/CLARIFICATION/s   | RESPONSE/AGREEMENT/s  |
|---|---|
| For statement of all ongoing contract/s, do the bidder need to include the contract that has been completely delivered, but not yet paid? | <b>Yes.</b> contract/s that has not yet been paid were not considered as completed.<br><br>Amount or 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. The total amount of the ongoing and awarded but not yet started contracts |



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|  | <p>should be consistent with those used in the Net Financial Contracting Capacity (NFCC).</p> <p><b>This statement shall be supported with Notice of Award.</b></p> <p>Please refer to the attached <b>Annex C</b> for the sample format of the statement.</p> |
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III. AMMENDMENTS IN THE BIDDING DOCUMENT:

SECTION VII. TECHNICAL SPECIFICATION:

TERM S OF REFERNCE:

| ORIGINAL   | AMENDED  |
|--|--|
| 3. The Supplier shall assign <b>twenty-four (24) janitors/janitresses and (2) gardeners</b> who are qualified, physically fit, equipped and well trained to provide the said services. | 3. The Supplier shall assign <b>twenty-four (24) janitors</b> who are qualified, physically fit, equipped and well trained to provide the said services.   |
| 5.c. Furnish the BSWM a copy of a receipt of payment and quarterly SSS and ECC remittance of the <b>24 Janitors/janitresses and 2 gardeners</b> assigned to the client every quarter;  | 5. c. Furnish the BSWM a copy of a receipt of payment and quarterly SSS and ECC remittance of the <b>24 Janitors</b> assigned to the client every quarter; |
| Please see attached revised Terms of Reference (Annex A.)  |  |

IV. REMINDERS DURING THE PRE-BID CONFERENCE:

- The Bureau is now adopting the GPPB Resolution No. 16-2020 dated September 16, 2020 (Simplified PBDs shall be used for Competitive Bidding of Procurement Projects that will be posted upon its effectivity on 06 October 2020).
  - The documents required for eligibility, technical proposal and financial proposal are found at **Section VIII – Checklist of Technical and Financial Documents for Goods** and **Section IX. Checklist of Technical and Financial Documents for Infrastructure** of the bidding document.
- Please refer to the bidding document for the **sample form of Single Largest Completed Contract (SLCC)** and form for **Statement of all ongoing Government & Private Contracts** including Contracts Awarded but not yet started for your reference.

**Note:** if no ongoing projects/ contracts, please state “none” or “no ongoing projects/contracts” in the form for the Statement of all on going Government and Private Contracts.

- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”

**“Any lacking documents can cause the automatic disqualification of bids.”**

- Below are the **acceptable forms of bid security** that bidders may opt to use, **which shall include the Bid Securing Declaration**. The amount of which shall not be less than the required percentage of the ABC in accordance with the following schedule:



| Form of Bid Security  | Amount of Bid Security<br>(Not less than the required<br>Percentage of the ABC) |
|---|---|
| Cash or cashier's/manager's check issued by a Universal or Commercial Bank.   | Two percent (2%)  |
| 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. |   |
| Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.   | Five percent (5%)   |
| Bid Securing Declaration (Signed and Notarized)   |   |

**Please NOTE:**

Surety bond issued by GSIS as well as a cash deposit certificate is no longer accepted.

Bids and Bid Securities should be valid and firm for a period that shall not exceed one hundred twenty (120) calendar days after the date of the opening of bids.

- Net Financial Contracting Capacity (NFCC):

The computation of a prospective bidder's NFCC must be **at least equal to the ABC to be bid** or, for procurement by lot, **at least equal to the sum of all the ABCs of lots to which it participated**.

NFCC= Current assets minus current liabilities multiplied by 15 (constant factor) minus the value of all outstanding or uncompleted portions of on-going contracts, including awarded contract/s yet to be started, coinciding with the contract to be bid.

- **Sealing and marking of bid proposal**- The bidder shall submit:
  1. One (1) ORIGINAL COPY.
  2. One (1) DUPLICATE COPY.
  3. One (1) PDF COPY in a USB or CD – to be placed inside the Duplicate Copy of Technical Proposal and Duplicate Copy of Financial Proposal.

*Please refer to Annex B for illustration.*

**NOTE:**

All photocopied documents must be stamped and signed "Certified True Copy". And all pages/documents must be duly signed by the authorized representative (both original and duplicate copies).

For easy reference, all bidders are requested to provide dog-ear codes/ tabs in the presentation of their documents.

- **Reminders:**
  - ✓ Bidders' responsibility to read, study, and review the Bidding Document and Bid Bulletin/s of the procurement project.

- ✓ Further clarification/s on the Bidding Document shall be in writing and must be submitted 10 days before the Opening of Bids.
- ✓ All bidders who wish to join the bidding shall download the attached document from PhilGEPS website to be included in the Document Request List (DRL).
- ✓ Bidders may download the updated Bidding Forms at GPPB Website (<https://www.gppb.gov.ph/downloadables.php>).
- ✓ Schedule of Submission and Opening of Bids is subject to change due to Community Quarantine enforced by the government in line with the COVID-19 pandemic. For updates, please refer to the BSWM PhilGEPS posting (<https://www.philgeps.gov.ph/>) and BSWM Procurement Service FB page <https://www.facebook.com/bswmpms>.
- ✓ Authorization letter and a copy of company ID shall be presented by the Representative of the Bidder who will submit the bid proposal and who will attend the Opening of Bids, on-site or online.
- ✓ In case of withdrawal of submitted bid, a letter stating their intention to withdraw from the project should be submitted by the bidder not later than the scheduled deadline of submission and opening of bids.
- ✓ Bidders declared to have the Lowest/ Single Calculated Bid will be subject for post-qualification.
- ✓ Bidder shall submit the additional requirements listed on the NOTICE as LCB/ SCB within five (5) calendar days from receipt of Notice. *Non-compliance can be grounds for post-disqualification.*
- ✓ Winning Bidders declared to have the Lowest/Single Calculated and Responsive Bid shall submit its Performance Bond and Signed Contract Agreement within ten (10) calendar days from receipt of Notice. Noncompliance can be grounds for forfeiture of award.

○ **Warranty in accordance with Section 62 of 2016 IRR of RA 9184:**

For the **procurement of Goods**, in order to assure that manufacturing defects shall be corrected by the supplier, a **warranty security** shall be required from the contract awardee, after acceptance by the Procuring Entity of the delivered supplies, for a:

- ✓ minimum period of three (3) months, in the case of Expendable Supplies, or a
- ✓ minimum period of one (1) year, in the case of Non-Expendable Supplies.

The obligation for the warranty shall be covered by either:

- ✓ retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a
- ✓ special bank guarantees equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price.

The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

For **Infrastructure Project** please refer to **Section 62.2** of the 2016 Revised IRR of RA 9184.

- A complete set of **Bidding Document** may be acquired by interested Bidders until **December 2, 2021 9:00AM** from the address and website below and **upon payment** of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 7,000.00**.

**For bank-to-bank payment** (Land bank of the Philippines) for the purchase of bidding documents, please coordinate with the BAC Secretariat thru bswm.bacsec@gmail.com.

**DEADLINE/SCHEDULE OF SUBMISSION AND OPENING OF BIDS:**

**Deadline of submission of bid proposals is on December 2, 2021, 9:00AM.**

**Opening of Bids is on December 2, 2021, 9:30AM** at BSWM Function Hall and via videoconferencing (Zoom).

**For precautionary measure against the COVID 19, bidder attendance will be through videoconferencing only.** For zoom link, please email the BAC Secretariat at bswm.bacsec@gmail.com.

For guidance and information of all concerned.

**JOSE D. MANGUERRA**

BAC Vice Chairperson