



SUPPLEMENTAL BID BULLETIN NO. 1

January 14, 2019

CLARIFICATIONS ON THE BIDDING DOCUMENTS FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR CY 2019 FOR THE DEPARTMENT OF AGRARIAN REFORM CENTRAL OFFICE (DARCO)

This Supplemental Bid Bulletin No. 1 is issued to amend certain provisions of the Bid Data Sheet, Technical Specifications and to address the queries raised by prospective bidders during the pre-bid conference on January 7, 2019, relative to the above-mentioned subject procurement.

SECTIONS/ CLAUSES AFFECTED	AS ISSUED IN THE PHIL. BIDDING DOCUMENTS (PBD-18-08)	CLARIFICATIONS/AMENDMENTS																						
<p>A. Section III. Bid Data Sheet</p> <ul style="list-style-type: none"> • ITB Clause 10.1 • ITB Clause 13.2(a) • ITB Clause 13.1 	<p>Prospective bidders may request for clarification...xxx</p> <p>Email address: darcoprocurementdivision@gmail.com</p> <p>The ABC is Philippine Pesos Twenty-One Million Seven Hundred Forty-One Thousand, Six Hundred Forty-Six and Eight Pesos (PhP21,741,646.08), inclusive of taxes.</p> <p>The financial component of the bid shall contain the following:</p> <table border="1" data-bbox="384 1664 895 1850"> <thead> <tr> <th colspan="2">A. Monthly Minimum Wage Rates</th> </tr> </thead> <tbody> <tr> <td>I. Daily Minimum Wage ...xxx</td> <td>PhP 537.00</td> </tr> <tr> <td>II. Monthly Rate ...xxx</td> <td>13,872.50</td> </tr> <tr> <td>III. Service Incentive Leave</td> <td>-----</td> </tr> <tr> <td>Sub-Total</td> <td>PhP _____</td> </tr> </tbody> </table>	A. Monthly Minimum Wage Rates		I. Daily Minimum Wage ...xxx	PhP 537.00	II. Monthly Rate ...xxx	13,872.50	III. Service Incentive Leave	-----	Sub-Total	PhP _____	<p>Prospective bidders may request for clarification...xxx</p> <p>Email address: procurementdivision.darco2013@gmail.com</p> <p>The ABC is Philippine Pesos Twenty-One Million Seven Hundred Forty-One Thousand, Six Hundred Forty-Six and Eight <u>Centavos</u> (PhP21,741,646.08), inclusive of taxes.</p> <p>The financial component of the bid shall contain the following:</p> <table border="1" data-bbox="927 1664 1509 1872"> <thead> <tr> <th colspan="2">A. Monthly Minimum Wage Rates</th> </tr> </thead> <tbody> <tr> <td>I. Daily Minimum Wage ...xxx</td> <td>PhP 537.00</td> </tr> <tr> <td>II. Monthly Rate ...xxx</td> <td>13,872.50</td> </tr> <tr> <td>III. Service Incentive Leave</td> <td>-----</td> </tr> <tr> <td>IV. 13th Month Pay</td> <td></td> </tr> <tr> <td>Sub-Total</td> <td>PhP _____</td> </tr> </tbody> </table>	A. Monthly Minimum Wage Rates		I. Daily Minimum Wage ...xxx	PhP 537.00	II. Monthly Rate ...xxx	13,872.50	III. Service Incentive Leave	-----	IV. 13 th Month Pay		Sub-Total	PhP _____
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<p>B. Section VII. Technical Specifications</p> <p>I. Obligations of the Department Item B</p> <p>IV. Obligations of the Service Provider</p>	<p>...XXX</p> <p>The Procuring Entity or DAR shall provide the consumable cleaning supplies, based on the monthly and quarterly requirements of the Service Provider which shall be submitted by the Service Provider as part of its bid proposal.</p> <p>The Service Provider shall provide 88 janitorial personnel, including 1 Janitorial Supervisor and 1 Roving Supervisor who will be assigned to monitor and supervise janitorial workers. The janitors/janitress should be: ...xxx</p> <p>The Service Provider shall assign a Roving Supervisor at its own account, separate from the Janitorial Supervisor, to monitor the performance of the janitorial attendants and handle the consolidation of daily timecards periodically in preparation for the monthly billing of DAR.</p>	<p>...XXX</p> <p>The Procuring Entity or DAR shall provide the consumable cleaning supplies, based on the monthly and quarterly requirements of the Service Provider which shall be submitted by the <u>Service Provider/LCB during post-qualification.</u></p> <p>The Service Provider shall provide 88 janitorial personnel, including 1 Janitorial Supervisor <u>who will be assigned to monitor and supervise janitorial workers, and handle the consolidation of daily timecards periodically in preparation for the monthly billing of DAR; and 1 Roving Supervisor who will be on call once or twice a week or as needed (i.e. in case there are urgent concerns affecting the performance of the janitorial personnel).</u> The janitors/janitress should be: ...xxx</p> <p><u>The Roving Supervisor shall be at the account of the Service Provider.</u></p>																										

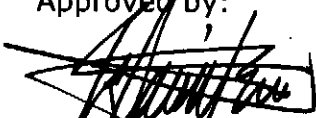
<p>V. Service Level Agreement</p> <p>Item o.</p> <p>Item q.</p> <p>Item r.</p> <p>Item s.</p> <p>Item t.</p>	<p>The Service Provider shall provide cleaning device and equipment likewise the DAR shall conduct inspection of all equipment cited in the contract...xxx</p> <p>Maintenance Plan...xxx</p> <p>Continuing Manpower Development Plan...xxx</p> <p>Individual profile/...xxx</p> <p>Certification for minimum qualification...xxx</p>	<p>The Service Provider shall provide cleaning device and equipment <u>which will be cited in the contract. Likewise, the DAR shall conduct inspection of all equipment during post-qualification...xxx</u></p> <p>Maintenance Plan...xxx</p> <p>Continuing Manpower Development Plan...xxx</p> <p>Individual profile/...xxx</p> <p>Certification for minimum qualifications of personnel stating that they are <u>at least 18 years old, of good moral character, physically and mentally fit as evidenced by police clearance and medical records/certificate; and with 5 years supervisory experience for supervisor</u></p> <p>Note: The above items (q-t) should be submitted by the LCB during post-qualification.</p>
<p>SECTIONS/ CLAUSES AFFECTED</p>	<p>QUERIES FROM PROSPECTIVE BIDDERS</p>	<p>CLARIFICATIONS/AMENDMENTS</p>
<p>A. Section III. Bid Data Sheet</p> <ul style="list-style-type: none"> • ITB Clause 5.4 • ITB Clause 12.1(a)(i) 	<p>From: Philcare Manpower Services</p> <p>On the Single Largest Completed Contract (SLCC), can you clarify on the period covered that states "within the last five years."</p>	<p><i>"Within the last five (5) years" would mean any contract that has been completed anytime from January 21, 2014 up to January 20, 2019 (the day before the deadline of submission of bids).</i></p>

<ul style="list-style-type: none"> ITB Clause 13.1 	<p>What document/s do we need to submit to support the SLCC?</p> <p>From: OmniWorx, Inc.</p> <p>The 2019 Mayor's Permit will not be available yet by the time of bid submission, can we submit the Official Receipt (O.R.) instead?</p> <p>From: Excellent General Services</p> <p>If the PhilGEPS Registration is valid, do we still need to submit the Class "A" documents?</p> <p>From: Excellent General Services; OmniWorx, Inc.</p> <p>Are we going to follow the 10% agency fee as mandated by DOLE?</p>	<p>The SLCC should be supported by a copy of the contract and the latest Official Receipt (O.R.).</p> <p>In case of recently expired Mayor's/ Business Permits, it shall be accepted 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 in accordance with Section 34.2 of the IRR of RA9184. (Refer to Section 24.1(a)(ii) of the IRR).</p> <p>If the PhilGEPS Registration Certificate is valid, no need to submit the Class "A" documents.</p> <p>If the Class "A" documents that are reflected in the PhilGEPS Registration Certificate, such as Mayor's/Business Permit, Tax Clearance, Audited Financial Statements, have already expired as of the Bid Submission Date (January 21, 2019), the updated/valid Class "A" documents should be submitted.</p> <p>With regard to the amount (percentage) of the Agency Fee, the Procuring Entity is mandated to comply with RA 9184, particularly, Section 31 which states that "there shall be no lower limit or floor on the amount of the award."</p>
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<p>B. Section VII. Technical Specifications</p>	<p>From: Philcare Manpower Services</p> <p>Are we going to indicate "Comply" on the Technical Specifications?</p>	<p>Please refer to the following issuances from the Government Procurement Policy Board (GPPB):</p> <ul style="list-style-type: none"> ➤ PM No. 03-2012 dated November 30, 2012 (addressed to the Department of Labor and Employment) ➤ Resolution No. 26-2013 dated April 26, 2013 <p>Yes, indicate "Comply" on every item as required in the Technical Specifications</p>
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The foregoing shall form an integral part of the Bid Documents and supersede previous issuances relative to the subject procurement.

Approved by:



ATTY. DAVID D. ERRO
Undersecretary
Chair, Bids & Awards Committee-Primary

