



**SUPPLEMENTAL BID BULLETIN NO. 1**

October 30, 2017

**CLARIFICATIONS ON THE BIDDING DOCUMENTS FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR CY 2018 FOR THE DEPARTMENT OF AGRARIAN REFORM CENTRAL OFFICE (DARCO)**

This Supplemental Bid Bulletin No. 1 is issued to address the queries that were raised by prospective bidders during the pre-bid conference that was held on October 23, 2017, relative to the abovementioned subject.

SECTIONS/ CLAUSES AFFECTED	QUERIES FROM PROSPECTIVE BIDDERS	CLARIFICATIONS
A. Section III. Bid Data Sheet • ITB Clause 13.1 Financial Component	<p>From: LBP Services Corp.</p> <p>On the agency fee, which guidelines will we follow, is it the DOLE or the GPPB?</p> <p>What is the basis of the “310” number of days that is shown on the financial component? If the janitorial personnel are required to work 6 days a week, the number of days will be around 313 days.</p>	<p><i>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.”</i></p> <p><i>Please refer to the following issuances from the Government Procurement Policy Board (GPPB):</i></p> <ul style="list-style-type: none"> <li>➤ <i>PM No. 03-2012 dated November 30, 2012 (addressed to the Department of Labor and Employment)</i></li> <li>➤ <i>Resolution No. 26-2013 dated April 26, 2013</i></li> </ul> <p><i>Please refer to Rules Implementing Wage Order No. NCR-21, Rule I General Provisions which took effect on October 5, 2017:</i></p> <p><i>Section 9. SUGGESTED FORMULA IN DETERMINING THE EQUIVALENT MONTHLY REGIONAL MINIMUM WAGE RATES. Without prejudice to existing company practices, agreements or policies, the following formula may be used as guides in determining the equivalent monthly minimum wage rates:</i></p>

	<p>From: Laging Qlean Janitorial Services Inc. - Letter dated October 25, 2017</p> <p>There are bidders who, in their attempt to become the lowest bidder, manipulate the rounding off of digits in the centavo part. In the spirit of fair play, we therefore request the BAC to issue guidelines or set standards in rounding off precisely in this regard.</p>	<p>xxx...</p> <p>c) For those who do not work and are not considered paid on Sundays or rest days:</p> $EMR = (ADR \times 310 \text{ days}) / 12$ <p>Where 310 days</p> <table style="margin-left: 20px;"> <tr> <td style="text-align: right;">298</td> <td>- ordinary working days</td> </tr> <tr> <td style="text-align: right;"><u>12</u></td> <td>- regular holidays</td> </tr> <tr> <td style="text-align: right;">310</td> <td>- Total number of days/year</td> </tr> </table> <p><i>In the spirit of fairness, the centavo part of the total bid amount should be dropped down to ".00"</i></p> <p><b>Example:</b>                    <b>₱22,123,456.78</b>  <b>Total Bid Amount:</b> <b><u>₱22,123,456.00</u></b></p>	298	- ordinary working days	<u>12</u>	- regular holidays	310	- Total number of days/year
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<p>B. Section VII. Technical Specifications</p> <ul style="list-style-type: none"> <li>• Item "s" p.70 Individual profile/resume of personnel to be deployed</li> </ul>	<p>From: LBP Services Corp.</p> <p>The individual profiles of personnel to be deployed are required during bid submission. Does it mean they will be the same personnel to be deployed or is there an assurance that they will be deployed?</p>	<p><i>The individual profiles are required to make sure that there will be sufficient number of personnel at the time of contract award.</i></p>						
<p>C. Section VIII. Bidding Forms</p> <ul style="list-style-type: none"> <li>• Annex "F" Statement of Single Largest/ Completed Contracts Similar to the Contract to be Bid</li> <li>• Annex "G" Statement of Ongoing Contracts and</li> </ul>	<p>From: LBP Services Corp.</p> <p>The form in the pre-bid guidelines that was presented shows that an Official Receipt (OR) is needed but Annex "F" in Section VII. Bidding Forms does not have a column for the OR, do we need to include the OR numbers in the form?</p> <p>From: Laging Qlean Janitorial Services Inc. - Letter dated October 25, 2017</p>	<p>The form that was shown in the pre-bid guidelines is for the purpose of presentation, whereas, Annex "F" is the prescribed form that should be used and is an integral part of the bidding documents.</p>						

Awarded but not yet Started Contracts	Do we need to attach copies of contracts to the matrix?	<b><i>No need to attach copies of contracts, just fill out the information on the form.</i></b>
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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:



**HERMINIA FE B. SAN JUAN**

Chairperson, Bids & Awards Committee