

BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 1

This Bid Bulletin is issued to amend/clarify items in the Bidding Documents for the **SERVICE AGREEMENT FOR THE JANITORIAL AND MANPOWER SERVICES FOR THE SEC HEADQUARTERS AND EXTENSION OFFICES, PUBLIC BIDDING NO. 2024-024**.

REFERENCE	AMENDMENT								
<p><i>Section II. Instructions to Bidders</i> <i>Page 11</i></p> <p>1. Scope of Bid</p> <p>The Securities and Exchange Commission wishes to receive Bids for the Service Agreement for the Janitorial and Manpower Services for the SEC Headquarters and Extension Offices for FY 2024, under Public Bidding No. 2024-022.</p>	<p><i>Section II. Instructions to Bidders</i> <i>Page 11</i></p> <p>1. Scope of Bid</p> <p>The Securities and Exchange Commission wishes to receive Bids for the Service Agreement for the Janitorial and Manpower Services for the SEC Headquarters and Extension Offices for FY 2024, under Public Bidding No. 2024-024.</p>								
<p><i>Section III. Bid Data Sheet</i> <i>Page 18</i></p> <table border="1" data-bbox="188 1055 804 1153"> <thead> <tr> <th data-bbox="188 1055 325 1120">ITB Clause</th> <th data-bbox="325 1055 804 1120"></th> </tr> </thead> <tbody> <tr> <td data-bbox="188 1120 325 1153">20.2</td> <td data-bbox="325 1120 804 1153"><i>No further instructions.</i></td> </tr> </tbody> </table>	ITB Clause		20.2	<i>No further instructions.</i>	<p><i>Section III. Bid Data Sheet</i> <i>Page 18</i></p> <table border="1" data-bbox="833 1055 1453 2018"> <thead> <tr> <th data-bbox="833 1055 954 1120">ITB Clause</th> <th data-bbox="954 1055 1453 1120"></th> </tr> </thead> <tbody> <tr> <td data-bbox="833 1120 954 2018">20.1</td> <td data-bbox="954 1120 1453 2018"> <p>In addition to the requirements stated under ITB Clause 20.1, requirements under Item II of the Technical Specifications under Section VII of this Bid Documents should also be submitted, particularly:</p> <ol style="list-style-type: none"> 1. Company Profile 2. Organizational Chart 3. Signed Annex A (Equipment and Tools Requirement) and Annex B (Supply and Cleaning Materials) as proof of compliance 4. One (1) sample of each: <ul style="list-style-type: none"> • Proof of premium remittances for the whole year 2023 for the following government agencies: SSS, PHIC and HDMF in the form of certification issued by the said agencies. • Proof of payment of personnel benefits </td> </tr> </tbody> </table>	ITB Clause		20.1	<p>In addition to the requirements stated under ITB Clause 20.1, requirements under Item II of the Technical Specifications under Section VII of this Bid Documents should also be submitted, particularly:</p> <ol style="list-style-type: none"> 1. Company Profile 2. Organizational Chart 3. Signed Annex A (Equipment and Tools Requirement) and Annex B (Supply and Cleaning Materials) as proof of compliance 4. One (1) sample of each: <ul style="list-style-type: none"> • Proof of premium remittances for the whole year 2023 for the following government agencies: SSS, PHIC and HDMF in the form of certification issued by the said agencies. • Proof of payment of personnel benefits
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	<p>(such as 13th month pay, 5-day incentive) for the year 2023.</p> <ul style="list-style-type: none"> • Certificate of Satisfactory Performance from client agencies/ offices. 								
<p><i>Section VII. Technical Specifications</i> <i>Page 27</i></p> <table border="1"> <tr> <td data-bbox="185 667 245 763">II.</td> <td data-bbox="245 667 799 763">TECHNICAL EVALUATION PARAMETERS</td> </tr> <tr> <td data-bbox="185 763 245 1249"></td> <td data-bbox="245 763 799 1249"> <p>a. Manpower Requirements – location of deployment, designation and quantity specified in the Terms of Reference.</p> <ul style="list-style-type: none"> • The Service Provider shall provide One Hundred Thirty-Four (134) personnel to render eight (8) hours of duty daily for six (6) days (Monday – Saturday) and Ten (10) personnel to render eight (8) hours of duty daily for five (5) days (Monday – Friday) for a total of One Hundred Forty-Four (144) personnel. </td> </tr> </table>	II.	TECHNICAL EVALUATION PARAMETERS		<p>a. Manpower Requirements – location of deployment, designation and quantity specified in the Terms of Reference.</p> <ul style="list-style-type: none"> • The Service Provider shall provide One Hundred Thirty-Four (134) personnel to render eight (8) hours of duty daily for six (6) days (Monday – Saturday) and Ten (10) personnel to render eight (8) hours of duty daily for five (5) days (Monday – Friday) for a total of One Hundred Forty-Four (144) personnel. 	<p><i>Section VII. Technical Specifications</i> <i>Page 27</i></p> <table border="1"> <tr> <td data-bbox="833 667 893 763">II.</td> <td data-bbox="893 667 1437 763">TECHNICAL EVALUATION PARAMETERS</td> </tr> <tr> <td data-bbox="833 763 893 1249"></td> <td data-bbox="893 763 1437 1249"> <p>a. Manpower Requirements – location of deployment, designation and quantity specified in the Terms of Reference.</p> <ul style="list-style-type: none"> • The Service Provider shall provide <i>One Hundred Twenty-Four (124)</i> personnel to render <i>eight (8) hours of duty daily for six (6) days (Monday – Saturday) and Twenty (20)</i> personnel to render <i>eight (8) hours of duty daily for five (5) days (Monday – Friday)</i> for a total of <i>One Hundred Forty-Four (144)</i> personnel. <ul style="list-style-type: none"> ○ <i>313 days for 6-days work</i> ○ <i>261 days for 5-days work</i> </td> </tr> </table>	II.	TECHNICAL EVALUATION PARAMETERS		<p>a. Manpower Requirements – location of deployment, designation and quantity specified in the Terms of Reference.</p> <ul style="list-style-type: none"> • The Service Provider shall provide <i>One Hundred Twenty-Four (124)</i> personnel to render <i>eight (8) hours of duty daily for six (6) days (Monday – Saturday) and Twenty (20)</i> personnel to render <i>eight (8) hours of duty daily for five (5) days (Monday – Friday)</i> for a total of <i>One Hundred Forty-Four (144)</i> personnel. <ul style="list-style-type: none"> ○ <i>313 days for 6-days work</i> ○ <i>261 days for 5-days work</i>
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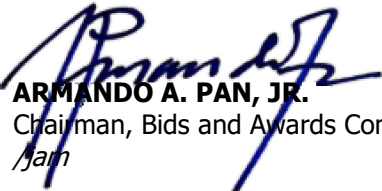
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<p><i>Section VII. Technical Specifications Page 33</i></p> <p>VIII. BILLING REQUIREMENTS</p> <p><i>The Service Provider shall support its billings with SEC approved daily time records (original/certified true copy) as proof of services rendered to the client. Should SEC subsequently require for other documents, the same shall be communicated either orally or in writing and shall not preclude the collection of any outstanding invoices prior to the delivery of the Client's request. Furthermore, overtime/extra services under Item VI.</i></p>	<p><i>Section VII. Technical Specifications Page 33</i></p> <p>VIII. BILLING REQUIREMENTS</p> <p><i>The Service Provider shall provide regular monthly billing and support its billings with SEC approved daily time records (original/certified true copy) as proof of services rendered to the client. Should SEC subsequently require for other documents, the same shall be communicated either orally or in writing and shall not preclude the collection of any outstanding invoices prior to the delivery of the Client's request. Furthermore, overtime/extra services under Item VI. shall be billed separately.</i></p>

Reference	Clarification/s
<p><i>Section VIII. Checklist of Technical and Financial Documents</i> <i>Page 49</i></p>	<p>Question: Is the AFS 2023 required to be the one declared in PhilGEPS Certificate and not 2022?</p> <p>Answer: Our requirement is a valid PhilGEPS Platinum Membership Registration Certificate. Submission of Audited Financial Statement is not required as attachment to the Certificate.</p>
	<p>Question: During the post-qualification, a certified true copy of the permits and licenses declared in the PhilGEPS certificate may be presented, does this mean we need to get the certified true copy from the local agency or national agency where we registered or received [these] permits and licenses? Or is it okay for it to be certified by our authorized representatives?</p> <p>Answer: During the post-qualification process, we only require submission of latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and the documents required stated under the ITB Clause 20.1 of the Bid Documents or as stated in the above amendment. We may request the bidders to present the original documents for verification and validation.</p>
	<p>Question: Regarding the declaration of all ongoing contract, specifically the "amount of contract", are you pertaining to the amount declared in the contract in an annual value or the value representing the whole contract duration?</p> <p>Answer: The amount of contract being contemplated in the requirement is the whole contract price.</p>
	<p>Question: Regarding the declaration of all ongoing contract, specifically the "value of outstanding contract", is it acceptable if we based our computation on the actual latest billing or the latest PO for the project or the Contract Change Request reflecting the new amount of contract? This is because there may have a lot of changes in the contract due to increase of mandatory government contributions, additional manpower or decrease of manpower requested by the client, increase in consumables, and other reason as well.</p> <p>Answer: Please compute the value of the outstanding contract based on the contract price of the signed contract.</p>
	<p>Question: For the SLCC, can we provide a contract that has an integrated facilities management scope of work, which means other services are included such as pest control, landscaping, technical services, etc. but as long as janitorial services are equivalent to 50% of the ABC?</p> <p>Answer: Yes, you may.</p>
	<p>Question: During the post-qualification, a certified true copy of the SLCC contract may be presented, do you accept the one certified by the bidder's authorized representative or you preferred it to be certified by the client's authorized representative? Or both parties?</p> <p>Answer: During the post-qualification process, we only require submission of latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and the documents required stated under the ITB Clause 20.1 of the Bid Documents or as stated in the above amendment.</p>

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Provisions in the bidding documents that are in conflict with this Bulletin are deemed revised/amended. For guidance and information of all concerned.

19 June 2024


ARMANDO A. PAN, JR.
Chairman, Bids and Awards Committee
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