

Supplemental/Bid Bulletin

**Addendum No. 1
December 28, 2021**

ITB No. DSWD7-PB-2022-19

PROVISION OF JANITORIAL MANPOWER SERVICES FOR CY 2022

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **December 22, 2021**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section I. Invitation to Bid	<ul style="list-style-type: none"> ✚ It was emphasized during the Prebid Conference that the Project Title is “PROVISION OF JANITORIAL MANPOWER SERVICES FOR CY 2022” and the Project Identification No. for this project is: ITB No. DSWD7-PB-2022-19 ✚ It was also corrected and highlighted that the authorized appropriation for this project is through FISCAL YEAR 2022 GENERAL APPROPRIATIONS ACT. ✚ The Approved Budget for the Contract is Four Million Sixty Thousand Pesos Only (₱4,060,000.00)
Section III. Bid Data Sheet	<ul style="list-style-type: none"> ✚ One of the requirements is the Latest Mayors Permit issued by the city/municipality where the Local Office is located, however, considering that the Bid Opening is scheduled on January 5, 2022 and it's the start of the year, it was agreed that the participating bidder may submit Official Receipt of renewal for CY 2022 with attached Mayor's Permit for CY 2021 on the submission of bids. <p>This shall be accepted by the Bids and Awards Committee during the scheduled Bid Opening.</p>
Section VI. Schedule of Requirements	<ul style="list-style-type: none"> ✚ It was agreed to specify the station/office of the landscaper. ✚ For item no. 2, it was corrected to CRISIS INTERVENTION SECTION / SWAD – CEBU OFFICE / CENTER FOR WOMEN AND CHILDREN (CWC) ✚ The basic tools and cleaning supplies should be delivered on the first week of the month.
Section VII. Technical Specifications	<ul style="list-style-type: none"> ✚ Under item no. 5 – BASIC TOOLS AND SUPPLIES, details as follows will be the final specifications and should be reflected on the bids submitted on January 5, 2021. <p>The Service Provider shall continuously provide/equip each janitor/utility/landscaper worker with the following cleaning tools/supplies for the whole duration of the contract, to be replenished when necessary:</p>

	<ol style="list-style-type: none"> 1. Toilet bowl cleaner, at least 3Li 2. All-purpose cleaner 3. Glass cleaner, spray type 4. Furniture cleaner, at least 300 ml 5. Detergent soap, powder (known brand, not home-made) 6. Rags 7. Disinfectant Sanitizer Spray (\pm 75% Alcohol, at least 450 ml) 8. Baguio broom 9. Stick broom 10. Air freshener cake (naphthalene, circular, \pm80g) 11. Water hose, 1/2" diameter, at least 15m 12. Garbage Bag, XL, 100 pcs/pack 13. Utility Bag 14. Personal Protective Equipment (i.e. gloves, mask, sanitizer / alcohol) 15. Shears for landscaper 16. Bolo for landscaper
Contract Price Schedule and Cost Breakdown	<ul style="list-style-type: none"> ✚ Computation for janitorial and landscaper has been emphasized. Please see attached revised template for Contract Price Schedule and Cost Breakdown.
Section VIII. Checklist of Technical and Financial Documents	<ul style="list-style-type: none"> ✚ <i>It was emphasized that the Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance with DBM Circular Letter No. 2013-16. Participating bidder must attach a photocopy of their bank account details (bank account name, number and branch) in the bids submitted. This shall be verified during the conduct of post-qualification".</i> <ul style="list-style-type: none"> ✚ Please see attached Bank Details/Info template. ✚ Again, it was reiterated that One of the requirements is the Latest Mayors Permit issued by the city/municipality where the Local Office is located, however, considering that the Bid Opening is scheduled on January 5, 2021 and it's the start of the year, it was agreed that the participating bidder may submit Official Receipt of renewal for CY 2022 with attached Mayor's Permit for CY 2021 on the submission of bids. ✚ The comparative statement attached in the Audited Financial Statement should be covering CY 2020 and CY 2019.

Attached herewith are the revised **Section I. Invitation to Bid, Section III. Bid Data Sheet, Section VI. Schedule of Requirements, Section VII. Technical Specifications, Contract Price Schedule and Cost Breakdown** and **Section VIII. Checklist of Technical and Financial Documents**.

For guidance and information of all concerned.

(SGD GRAEME FERDINAND D. ARMECIN
 Presider / Chairperson, Bids and Awards Committee I

Revised Section I. Invitation to Bid

Project Title: Provision of Janitorial Manpower Services for CY 2022

Project Identification No.: ITB No. DSWD7-PB-2022-19

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2022 General Appropriations Act* intends to apply the sum of **Four Million Sixty Thousand Pesos Only (₱4,060,000.00)** payments under the contract for the **Provision of Janitorial Manpower Services for CY 2022**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DSWD Field Office VII* now invites bids from **PhilGEPS registered service providers**. Delivery of the services is required within **Section VI. Schedule of Requirements**. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **single largest completed contract (SLCC)** similar to the Project, of **at least 50% of the ABC or amounting to at least ₱2,030,000.00**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 15, 2021** from the given address and website below *and upon payment*

of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (₱5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees, they may present in person or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that **Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.**

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

6. The *DSWD Field Office VII* will hold a Prebid Conference on **December 22, 2021, Wednesday, 1:30 PM** at **DSWD Field Office VII Conference Room, Cebu City** and/or through **video-conferencing via Google Meet using the code: procurement7**, which shall be open to prospective bidders.

Note:

DSWD Field Office is implementing health screening and temperature check for all personnel, visitor's and client. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premise.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **January 5, 2022, Wednesday, 1:15 PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **January 5, 2022, Wednesday, 1:30 PM** at **DSWD Field Office VII Conference Room, Cebu City** and/or **via Google Meet using the code: procurement7**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The *DSWD Field Office VII* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MS. ROSEMARIE S. SALAZAR

Head, BAC Secretariat

DSWD – Field Office VII

M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City

Tel. Nos. (032) 2338785 local 140 and 149

Email Add: bac.fo7@dswd.gov.ph

Website: <https://fo7.dswd.gov.ph/>

December 14, 2021

(SGD.) GRAEME FERDINAND D. ARMECIN
Chairperson, Bids and Awards Committee I

Revised Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="padding-left: 40px;">a. The name of the Contract is <i>Provision of Janitorial Manpower Services for CY 2022</i>, similar contracts shall refer to <i>Provision of Janitorial Manpower Services</i>.</p> <p style="padding-left: 40px;">b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP (state place of destination) or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="padding-left: 40px;">a. The amount of not less than Php 81,200.00 (<i>indicate the amount equivalent to two percent (2%) of ABC</i>), if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or</p> <p style="padding-left: 40px;">b. The amount of not less than Php 203,000.00 (<i>Indicate the amount equivalent of five percent (5%) of ABC</i>) if bid security is in Surety Bond.</p>
15	<i>Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. Copy 1 should be a replica of the original as to appearance and contents.</i>
19.2	<p><i>Detailed Evaluation and Comparison of Bids</i></p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>
19.3	<p><i>[In case the project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by the item, list each item indicating its quantity and ABC.]</i></p>

20.2	<i>[List here any project will be awarded by item, list each item indicating its quantity and ABC]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>
29.2	<ol style="list-style-type: none"> 1. Latest Income and Business Tax Returns, filed and paid through Electronic Filing and Payments System (EFPS), consisting of the following: <ol style="list-style-type: none"> a. Income Tax Return with proof of payment, and b. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the period. 2. Latest Certificate of No Pending Cases from DOLE as of December 31, 2021 or any later date however, subject to evaluation with DOLE as to any pending cases filed after the issuance of the certification. 3. Latest Mayors Permit issued by the city/municipality where the Local Office is located. Official Receipt for renewal in the absence of Valid Mayor's Permit for CY 2022 with attached Mayor's Permit for CY 2021. 4. BIR Certificate of Registration with line of business for Janitorial Services. 5. Certificate of Good Standing and Compliance with statutory obligation from SEC / DTI / PAGIBIG / PHILHEALTH & SSS.

Revised Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Description	Qty.	Office/Station	Work Schedules		Contract Duration
			Hours of Duty	Days of Duty	
I. Manpower					
Janitor/Utility	3	Field Office VII and ACSWD Office	8	Mon-Sat	9 Months
Landscaper	1	Field Office and Centers			
Janitor/Utility	1	Crisis Intervention Section / SWAD-Cebu Office / Center for Women and Children (CWC)	8	Mon-Sat	9 Months
Janitor/Utility (Male & Female)	2	Area Vocational Rehabilitation Center II (AVRC II), Camomot-Franza Rd., Labangon, Cebu City	8	Mon-Sat	9 Months
Janitor/Utility (Female)	1	Regional Haven for Women (RHW), Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	9 Months
Janitor/Utility (Female)	1	Home for Girls (HFG), Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	9 Months
Janitor/Utility	1	Reception and Study Center for Children (RSCC), Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	9 Months
Janitor/Utility	1	SWAD-Bohol Office & Warehouse, Tagbilaran City, Bohol	8	Mon-Sat	9 Months
Janitor/Utility	1	SWAD-Negros Office, Dumaguete City, Negros Oriental	8	Mon-Sat	9 Months
Janitor/Utility	1	Negros Warehouse, Dumaguete City, Negros Oriental	8	Mon-Sat	9 Months
Janitor/Utility	1	Labangon Warehouse, Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	9 Months
Janitor/Utility	10	Visayas Disaster Response Center (VDRC), Mandaue City	8	Mon-Sat	9 Months
TOTAL MANPOWER – 24 PERSONNEL					

II. Tools & Supplies				
Basic tools and Cleaning supplies	1 lot	Per Janitor	Continuous and sufficient supplies available at all times ***Supplies should be delivered on the first week of the month	9 Months

I hereby certify to comply and deliver the goods within the above-stated period.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Revised Section VII. Technical Specifications

Bidders must state either “**Comply**” or “**Not Comply**” in each of the individual parameters of each Specification stating the corresponding performance parameter of the item offered. Statements of “Comply” or “Not Comply” must be supported by evidence and cross-referenced to that evidence or may copy the specification stated in verbatim if applicable. A statement of “Comply” or “Not Comply” that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

Item No.	Specification	Statement of Compliance/Bidder’s Specification
I.	Janitorial Manpower	
	<p>a. The Contractor shall provide 24 janitors / utility personnel who are:</p> <ol style="list-style-type: none"> 1. At least 2nd year high school level. 2. Of good moral character and without criminal or police records; 3. Physically and mentally fit, proven and supported by a medical certificate and with good grooming; 4. Duly trained and skilled to function as janitorial personnel; 5. Must have basic knowledge and skills in cleaning, housekeeping and organizing things; 6. Has the ability to work well under minimal supervision; 7. Physically capable to lift or move things up to 10 kilos, if necessary; 8. Can easily follow instructions/ directions from supervisor; 9. Preferably has basic skills on housekeeping, gardening/landscaping. 10. Deployed janitor/utility must be fully vaccinated for COVID-19; 11. At least one (1) skilled landscaper who can maintain and improve the landscape of the office. 	
	<p>b. The janitorial personnel shall perform the following:</p> <ol style="list-style-type: none"> 1. Maintain the cleanliness and orderliness of the assigned office premises; 2. Protect DSWD properties from damage or destruction in connection with the janitorial activities rendered; 3. Preserves confidentiality of DSWD records and information; 4. Proper collection and disposal of garbage; and 5. Perform miscellaneous services whenever required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures, equipment and supplies and other errand works). 	
	<p>c. The Contractor shall continuously provide basic cleaning tools and supplies.</p>	

II.	Technical Evaluation Parameters	
	<p>a. Stability</p> <ol style="list-style-type: none"> 1. Years of Experience - the Contractor should have at least 3 years of experience in the janitorial business. 2. Must have an operational office within Metro Cebu. 3. Liquidity of Contractor – at least ₱1,000,000.00 (current assets minus stocks minus current liability, based on the Contractor’s Balance Sheet as of December 31, 2020) <p>b. Resources</p> <ol style="list-style-type: none"> 1. Number of Janitors – with a least 40 trained janitors 	
III.	Service Level Agreement	
	1. The Service Provider agrees that the DSWD-FO VII through the end-users reserve the right to screen and accept or deny the deployment of any personnel recommended;	
	2. The deployed personnel shall work eight hours a day, six days a week from Monday to Saturday. However, the janitors may be requested to provide assistance outside regular working hours or during weekends or holidays with pay, upon written approval of the Regional Director or his/her authorized representative;	
	3. The Service Provider shall make available relievers and/or replacements immediately at all times to ensure continuous and uninterrupted services; otherwise, liquidated damages as provided under RA 9184 will be applied to be shouldered by the contractor;	
	4. The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by law. The Contractor shall comply with the laws governing labor standards and employee’s compensation. A certificate for the purpose shall be required from the Service Provider <i>during the Post-Qualification</i> .	
	5. The Service Provider shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by SSS, PhilHealth and Pag-IBIG, as proof of remittances for the premiums of the janitors assigned in the DSWD-FO VII; 2 certified true copies of previous payroll with signatures of janitors shall also be submitted.	
	6. The Service Provider in the performance of its services shall secure, maintain at its own expenses all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor’s personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices;	

	<p>7. The Service Provider shall provide the personnel with <i>appropriate uniforms (polo shirts/ t-shirts); [Personal Protective Equipment (PPEs) and sanitizer]</i>, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times;</p>	
	<p>8. The Service Provider shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing work. On the first day of duty, personnel shall report to the Head of Assigned Office/Center for the conduct of safety orientation.</p>	
	<p>9. The bid price to be submitted shall be rounded off to two decimal places. Verification/evaluation of bids will be thru manual computation.</p>	
IV.	Service Standard/Housekeeping Plan	
	<p>1. Deployed janitorial personnel shall be professional, courteous and sensitive to the client’s needs at all times;</p> <p>2. The expected standard after cleaning and waste collection is-as follows:</p> <p>a. Office Areas:</p> <p>(i) All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris;</p> <p>(ii) All waste receptacles should be empty.</p> <p>3. Washrooms and Toilets:</p> <p>a. All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris;</p> <p>b. All sanitary fittings should be free from grime, dirt and smear.</p> <p>c. Grounds and Gardens:</p> <p>(i) All grounds should be freed from dry leaves and cleaned;</p> <p>(ii) Drainage system or canal should be properly cleaned;</p> <p>(iii) Gardens should be tilled and maintained the landscaped areas; and</p> <p>(iv) Plants should be regularly watered, well- trimmed and verdant.</p> <p>4. Disinfection of work areas and frequently handled and touched objects such as toilets, door handles or door knob, countertops, switches and tables at least once every two (2) hours with appropriate disinfectant solution.</p>	

V.	Basic Tools and Supplies	
	<p>The Service Provider shall continuously provide/equip each janitor/utility/landscaper worker with the following cleaning tools/supplies for the whole duration of the contract, to be replenished when necessary:</p> <ol style="list-style-type: none"> 1. Toilet bowl cleaner, at least 3Li 2. All-purpose cleaner 3. Glass cleaner, spray type 4. Furniture cleaner, at least 300 ml 5. Detergent soap, powder (known brand, not home-made) 6. Rags 7. Disinfectant Sanitizer Spray (± 75% Alcohol, at least 450 ml) 8. Baguio broom 9. Stick broom 10. Air freshener cake (naphthalene, circular, ±80g) 11. Water hose, 1/2” diameter, at least 15m 12. Garbage Bag, XL, 100 pcs/pack 13. Utility Bag 14. Personal Protective Equipment (i.e. gloves, mask, sanitizer / alcohol) 15. Shears for landscaper 16. Bolo for landscaper 	

Note: Attach at least one Certificate of Satisfactory Quality of Performance from completed/existing contracts preferably other than DSWD Field Office VII.

I hereby certify that all statements indicated under the **Statement of Compliance** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post- qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Revised Contract Price Schedule & Cost Breakdown

**Based on 8 Hours Work/Day, 6 Days Work/Week (Monday to Saturday)
Computation Based on 313 Days Per Year**

Item No.	Description/Computation	Class A	Class B
A.	Amount Due to Janitor / Landscaper		
	<i>1. Daily Wage (Per Wage Order No. ROVII-22)</i>	₱	₱
	<i>2. Basic Salary (DW x 313 days/12)</i>		
	<i>3. 13th Month Pay (DW x 313 Days / 12 / 12)</i>		
	<i>4. Service Incentive Pay (DW x 5 Days / 12)</i>		
	<i>5. Retirement Benefit (DW x 22.50 / 12) (RA 7641)</i>		
	Total (#2+#3+#4+#5)		
B.	Amount Due to Government as Mandated		
	<i>6. SSS (Employer's Share) (compensation based on the total of #2 + #4)</i>		
	<i>7. ECC (compensation based on the total of #2 + #4)</i>		
	<i>8. Philhealth (Employer's Share) (based on 313days factor)</i>		
	<i>9. Pag-Ibig Fund (Employer's Share) (RA 9679)</i>		
	Total (#6+#7+#8+#9)		
C.	Amount Due to Janitor / Landscaper & Government (A + B)		
D.	Operating Cost		
	<i>10. Cleaning supplies and basic tools (per month per janitor)</i>		
	<i>11. Administrative Overhead/Margin which should not be lower than 10% (DOLE D.O. 18-A s.2011)</i>		
E.	Value Added Tax ([C+D] x 12%) (BIR Circular Mem. #039-2007) (BIR Ruling 213-2015 dated June 19, 2015)		
F.	Contract Cost per Janitor / Landscaper per Month	₱	₱

Type	Quantity	No. of Month	Total Contract Cost For CY 2022
Class A Area	21 Personnel	9 Months	₱
Class B Area	3 Personnel	9 Months	₱
Total	24 Personnel		
CONTRACT PRICE			₱

Amount in Words for **CY 2022**: _____

Note:

- **Basis for computation is two (2) decimal places and proper rounding off.**
- **PhilHealth computation shall be based on 2022 Philhealth Contribution Table.**

Name of Company / Bidder

Name/Signature of Authorized Representative

Date

Revised Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

and

(b) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

and

(c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Area;

*****Official Receipt for renewal in the absence of Valid Mayor’s Permit for CY 2022 with attached Mayor’s Permit for CY 2021.**

and

(d) Tax Clearance per E.O No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

(e) Statement of the prospective bidder of all its ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

(f) Statement of bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

i.) Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and

ii.) Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt / Collection Receipt or Sales Invoice.

(g) Original copy of the Bid Security. If in the form of Surety Bond, submit also a certification issued by the Insurance Commission,

- The amount of not less than *two percent (2%) of ABC or equivalent to Php 81,200.00*, if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or
- The amount of not less than *five percent (5%) of ABC or equivalent to Php 203,000.00*, if bid security is in Surety Bond.

or

Original copy of Notarized Bid Securing Declaration; **and**

(h) Conformity with the Schedule of Delivery and Technical Specifications, which may include production / delivery schedule, manpower, requirement, and/or after-sales/parts, if applicable; **and**

(i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative, or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Technical Documents

(j) The Supplier's audited financial statement, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission (**CY 2019 and CY 2020**); **and**

(k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

(l) *Service provider must have an existing Landbank of the Philippines (LBP) Account in compliance with DBM Circular Letter No. 2013-16. Participating bidder must attach a photocopy of their bank account details (bank account name, number and branch) in the bids submitted. This shall be verified during the conduct of post-qualification".*

 **Please see attached Bank Details/Info template.**

Class “B” Documents

(m) If applicable, a duly signed joint venture (JVA) in case the joint venture is already in existence **or**

Duly notarized statements from all the potential venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

(n) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

(a) Original duly signed and accomplished Financial Bid Form; **and**

(b) Original duly signed and accomplished Priced Schedule(s) / Financial Proposal Sheet(s)

SUPPLIER / SERVICE PROVIDER'S BANK INFORMATION

Name of Bank	
Branch	
Bank Account Name	
Account No.	
TIN No.	

PLEASE CHECK IF TIN NUMBER is VAT or NON-VAT

VAT

NON-VAT

Signature: _____

Name of Authorized Representative: _____

Position: _____