

Supplemental/Bid Bulletin

Addendum No. 1
September 25, 2020

ITB No. DSWD7-PB-2020-32

PROVISION OF JANITORIAL MANPOWER SERVICES FOR NOVEMBER TO DECEMBER 2020

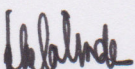
Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **September 24 2020**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section I. Invitation to Bid	<ul style="list-style-type: none"> The project title has been modified to <i>Provision of Janitorial Manpower Services for November to December 2020</i> to emphasize that this project will only cover the remaining two months of the year. <p><i>A revised Section I. Invitation to Bid is hereby attached for the purpose.</i></p>
Section III. Bid Data Sheet	<ul style="list-style-type: none"> The project titles indicated in this section were also modified based on the changes in Section I. Invitation to Bid for consistency. Also, the deadline for submission of bid and the date and time of bid opening for this project has been clarified and corrected. Details are as follows: <ul style="list-style-type: none"> The deadline for submission of bids is on <i>October 6, 2020 at 8:45 AM</i> The date and time of bid opening is on <i>October 6, 2020 at 9:00 AM</i> <p><i>A revised Section III. Bid Data Sheet is hereby attached for the purpose.</i></p>
Section VI. Schedule of Requirement	<ul style="list-style-type: none"> In this section, the number of janitors needed for each area and work schedules has been discussed. Furthermore, it was given emphasis that there <i>should be a continuous and sufficient supplies available all the time and that the supplies should be delivered on the first week of the month.</i> The deployment of janitors to their areas shall commence on the first working day of the effectivity of the Contract Agreement. <p><i>A revised Section VI. Schedule of Requirements is hereby attached for the purpose</i></p>

Bid Form	<ul style="list-style-type: none"> The project title indicated in this form was modified in accordance with the project title indicated in Section I. Invitation to Bid. <p><i>A revised Bid Form is hereby attached for the purpose.</i></p>
Contract Price Schedule and Cost Breakdown	<ul style="list-style-type: none"> It was emphasized by the presiding officer that we in need of 17 Janitors and that the basis for computation should be in two decimal places and participating bidder must observe proper rounding off. They must indicate the bid/contract price both in figure and in words. <p><i>A revised Contract Price Schedule and Cost Breakdown is hereby attached for the purpose.</i></p>

Attached herewith is the revised **Section I. Invitation to Bid, Section III. Bid Data Sheet, Section VI. Schedule of Requirement, Bid Form and Contract Price Schedule and Cost Breakdown.**

For guidance and information of all concerned.


JOSEPHINE C. BELOTINDOS
 Presider / Chairperson, Bids and Awards Committee

Revised Section I. Invitation to Bid

Provision of Janitorial Manpower Services for November to December 2020

ITB No. DSWD7-PB-2020-32

1. The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2020 General Appropriations Act* intends to apply the sum of **Six Hundred Thousand Pesos Only (P600,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Provision of Janitorial Manpower Services for November to December 2020***.
2. The *DSWD-FO VII* now invites bids from ***PhilGEPS registered Service Providers***. Delivery of the goods and services shall be in accordance with ***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 P300,000.00*** which must be supported with two (2) documents, namely:
 - ***1st document*** is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and
 - ***2nd document*** is either of Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice.

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. Interested bidders may obtain further information from *BAC Secretariat* and inspect the Bidding Documents at the address given below during *office hours*.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 17, 2020** from the address 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 One Thousand Pesos (₱1,000.00).*

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-FO VII* will hold a Pre-Bid Conference on **September 24, 2020, Thursday at 9:00 AM** at **DSWD Field Office VII Conference Room, Cebu City** which shall be open to prospective bidders. However, as per Procuring Entity's Health Protocol, visitors to be accommodated in the field office shall be limited, therefore, interested bidders are encouraged to join us through *video-conferencing via Google Meet using the code: procurement7*.

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. *(Please see attached Form)*

7. Bids must be duly received by the BAC Secretariat at the address below on or before **October 6, 2020, Tuesday at 8:45 AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.

Bid opening shall be on **October 6, 2020, Tuesday at 9:00 AM** at **DSWD Field Office VII Conference Room, Cebu City**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. Participating bidders shall submit two (2) copies of their duly accomplished eligibility requirement, technical and financial proposals.

9. The *DSWD-FO 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.
10. For further information, please refer to:

MS. AILEEN G. CUEVAS

Head, BAC Secretariat

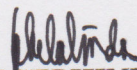
DSWD – Field Office VII

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

Tel. Nos. (032) 2338785 local 140

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

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


JOSEPHINE C. BELOTINDOS
Chairperson, Bids & Awards Committee II

Revised Section III. Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <i>Department of Social Welfare and Development, Field Office VII</i></p> <p>The name of the Contract is <i>Provision of Janitorial Manpower Services for November to December 2020.</i></p> <p>The identification number of the Contract is <i>ITB No. DSWD7-PB-2020-32.</i></p>
1.2	<p>The lot and reference is:</p> <p><i>Provision of Janitorial Manpower Services for November to December 2020 - ITB No. DSWD7-PB-2020-32.</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations for <i>FY 2020 General Appropriations Act</i> in the amount of <i>Six Hundred Thousand Pesos Only (P600,000.00)</i></p> <p>The name of the Project is: <i>Provision of Janitorial Manpower Services for November to December 2020.</i></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	<p>Bidders should have completed, within <i>three (3) years</i> from the date of submission and receipt of bids, a single largest completed contract (SLCC) similar to the project equivalent to <i>at least 50% of the ABC or amounting to at least P300,000.00.</i></p> <p>For this purpose, similar contracts shall refer to <i>Provision of Janitorial Manpower Services.</i></p>
5.5	<p>NFCC should be at least equal to the ABC which is P600,000.00, or if</p> <p>Credit Line should be at least equal to 10% of the ABC or P60,000.00</p>
7	No further instructions.
8.1	<i>"Subcontracting is not allowed."</i>
8.2	<i>"Not applicable"</i> .

9.1	The Procuring Entity will hold a pre-bid conference for this Project on September 24, 2020 at 9:00 AM in the DSWD Conference Room, Cebu City which shall be open to prospective bidders. However, as per Procuring Entity's Health Protocol, visitors to be accommodated in the field office shall be limited, therefore, interested bidders are encouraged to join us through video-conferencing via Google Meet using the code: procurement7 .
10.1	<p>The Procuring Entity's address is: <i>Department of Social Welfare and Development, Field Office VII Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City Telefax No. (032) 233-8785 local 140</i></p> <p>Contact person:</p> <p>MS. AILEEN G. CUEVAS Head, BAC Secretariat DSWD – Field Office VII M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City Tel. Nos. (032) 2338785 local 140 Email Add: bac.fo7@dswd.gov.ph Website: https://fo7.dswd.gov.ph/</p>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within three (3) years prior to the deadline for the submission and receipt of bids.
13.1	"No additional requirements."
13.1(b)	No further instructions.
14.1(c)	"No additional requirements."
13.2	The ABC is Six Hundred Thousand Pesos Only (P600,000.00)
15.4 (a)(iv)	"No incidental services are required."
15.4(b)	<p>"Not applicable"</p> <p>"No incidental services are required."</p>
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	"Not applicable"
17.1	Bids will be valid until 120 calendar days from bid opening .

18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> 1. The amount of not less than ₱12,000.00 [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than ₱30,000.00 [5% of ABC] if bid security is in Surety Bond.
18.2	The bid security shall be valid until 120 calendar days from the date of opening of bids.
20.3	Each Bidder shall submit <i>one (1)</i> original and <i>one (1)</i> copy of the first and second components of its bid. <i>Copy 1 should be a replica of the original as to appearance and contents.</i>
21	<p>The address for submission of bids is at:</p> <p><i>BAC Secretariat Office, G/F DSWD, Field Office VII. M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City 6000</i></p> <p>The deadline for submission of bids is on <i>October 6, 2020 at 8:45 AM</i></p>
24.1	<p>The place of bid opening is at:</p> <p><i>DSWD-FO VII, Cebu City Conference Room M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City 6000</i></p> <p>The date and time of bid opening is on <i>October 6, 2020 at 9:00 AM</i></p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	<p>Grouping and Evaluation of Lots –</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>
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

	<p>b) VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the period.</p> <p>2. Latest Certificate of No Pending Cases from DOLE as of August 31, 2020 or any later date however, subject to evaluation with DOLE as to any pending cases filed after the issuance of the certification.</p> <p>3. Latest Mayors Permit issued by the city/municipality where the Local Office is located.</p> <p>4. BIR Certificate of Registration with line of business for Security Services and/or to include Security Services.</p>
28.4	No further instructions.
32.4(f)	<i>"No additional requirement."</i>

Revised Section VI. Schedule of Requirements

The delivery schedule expressed as specific month period stipulates hereafter a delivery date which is the date of delivery of services to the procuring entity.

Item	Description	Qty.	Office/Station	Work Schedules		Contract Duration
				Hours of Duty	Days of Duty	
I Manpower						
	Janitor	4	Field Office VII and ACSWD Office	8	Mon-Sat	2 Months
	Janitor	1	Center Intervention Section / SWAD-Cebu Office	8	Mon-Sat	2 Months
	Janitor	1	Area Vocational Rehabilitation Center II (AVRC II), Camomot-Franza Rd., Labangon, Cebu City	8	Mon-Sat	2 Months
	Janitor	1	Reception and Study Center for Children (RSCC), Camomot-Franza Road, Labangon, Cebu City	8	Mon-Sat	2 Months
	Janitor	2	SWAD-Bohol Office & Warehouse, Tagbilaran City, Bohol	8	Mon-Sat	2 Months
	Janitor	1	Regional Warehouse, Labangon, Cebu City	8	Mon-Sat	2 Months
	Janitor	1	Warehouse, Dumaguete City, Negros Oriental	8	Mon-Sat	2 Months
	Janitor	1	SWAD-Negros Office, Dumaguete City, Negros Oriental	8	Mon-Sat	2 Months
	Janitor	5	Visayas Disaster Response Center (VDRC), Mandaue City	8	Mon-Sat	2 Months
	TOTAL	17				
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		2 Months

Other Provision:

- *Deployment of janitors and other requirements to each Office/Station shall commence **on the first working day of the effectivity of Contract Agreement.***

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

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Revised Bid Form

Date: _____
Invitation to Bid N^o: ITB No. DSWD7-PB-2020-32

To: The Bids and Awards Committee
Department of Social Welfare & Development, Field Office VII
Cor. M.J. Cuenco and Gen. Maxilom Ave., Cebu City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/deliver the Provision of Janitorial Manpower Services for November to December 2020* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause **18.2** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:¹

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

Other Provision:

- *Deployment of janitors and other requirements to each Office/Station shall commence on the first working day of the effectivity of Contract Agreement.*

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

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

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

Type	Quantity	No. of Month	Total Contract Cost
Class A Area	13 Janitors	2 Months	₱
Class C Area	4 Janitors	2 Months	₱
Total	17 Janitors		
CONTRACT PRICE			₱

Amount in Words: _____

Note:

- Basis for computation is two (2) decimal places and proper rounding off.
- PhilHealth computation shall be based on 2020 Philhealth Contribution Table.

 Name of Company / Bidder

 Name/Signature of Authorized Representative

 Date