



REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

BIDS AND AWARDS COMMITTEE
Tel. No. 951-4502/951-4587 Telefax or 951-4599

SUPPLEMENTAL/BID BULLETIN NO. JAN-03-2017
September 5, 2017

Please be advised of the following clarifications / amendments to the *Bidding Documents posted at the PhilGEPS Website* for the **Provision of Janitorial Manpower Services for One Year Only:**

1. Page 12 – Section II. Instruction to Bidders is hereby amended as follows:

6. Bidder's Responsibilities

6.1 The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).

6.2 The Bidder is responsible for the following:

- a) Having taken steps to carefully examine all of the Bidding Documents;
- b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
- d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.4.
- e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts

necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;

- i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:

- (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

- k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

6.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.

6.4 It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.

- 6.5 The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6 Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7 The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8 The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

****Any reference to the Service Level Agreement contained in this section under Item No. 6.3 is hereby **deleted**.****

2. Page 21 – Section II. Instruction to Bidders is hereby amended as follows:

12. Documents Comprising the Bid: Eligibility and Technical Components

- 12.1 Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class "A" Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
- (ii) Statement of all its ongoing government and private contracts, 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

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;

- (ii.3) contract duration;
- (ii.4) owner's name and address;
- (ii.5) kinds of Goods;
- (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- (ii.8) date of delivery; and
- (ii.9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
- (b) Technical Documents –
- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
 - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
 - (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
 - (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.
 - (iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

****Any reference to the Service Level Agreement contained in this section under Item 12.1(b)(v) is hereby **deleted**.****

3. Page 21 – Section II. Instruction to Bidders is hereby amended as follows:

19. Format and Signing of Bids

19.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.

19.2 Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

19.3 The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.

19.4 Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.

19.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

****Any reference to the Service Level Agreement contained in this section under Item 19.3 is hereby **deleted**.****

4. Page 47 – Section III. Bid Data Sheet

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.
-------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5. Page 67 – Section VI. Schedule of Requirements

2.	CLEANING EQUIPMENT/TOOLS ON A QUARTERLY BASIS in good running condition:			12 months
	▪ Mop handle	10 pcs	10 pcs	
	▪ Toilet pump	6 pcs	6 pcs	
	▪ Ceiling brooms	2pcs	2pcs	

	▪ Cotton dusters	1 dozen	1 dozen	
	▪ Scrapers	6 pcs	6 pcs	
	▪ Dustpans	10 pcs	10 pcs	
	▪ Hand gloves	10 pcs	10 pcs	
	▪ Soft brooms	10 pcs	10 pcs	
	▪ Stick brooms	10 pcs	10 pcs	
	▪ Spray guns	10 pcs	10 pcs	
	▪ Liquid soap dispensers	24 pcs	24 pcs	
	▪ Toilet Bowl Brushes	10pcs	10pcs	

6. Page 69 – Section VII. Technical Specifications

Item	Technical Specifications	Bidder Statement of Compliance
I.	Janitorial Manpower	
	<p>a. The Contractor shall provide 10 Janitorial Personnel (inclusive of 1 working Janitorial Supervisor) who are:</p> <p>a.1. Of good moral character and without criminal or police records</p> <p>a.2. Physically and mentally fit, as evidenced by a medical certificate</p> <p>a.3. Duly trained and skilled to function as Janitorial Personnel</p> <p>The Contractor shall be required to submit to the Chief Judicial Staff Officer of the Administrative Division or its duly authorized representative a sworn statement or other pertinent documents as proof of compliance with the foregoing.</p>	
	<p>b. The Contractor shall also task the Janitorial Supervisor, at no additional cost to the Sandiganbayan, to monitor the performance of the Janitorial Personnel and handle the consolidation of daily timecards.</p> <p style="text-align: center;">XXXX</p> <p>f. Quarterly cleaning equipment/tools in good running condition:</p> <p>f.1 Mop handles, 10 pcs</p> <p>f.2 Toilet pumps, 6 pcs</p>	

	f.3 Ceiling brooms, 2 pcs f.4 Cotton dusters, 1 dozen f.5 Scrapers, 6 pcs f.6 Dustpans, 10 pcs f.7 Hand gloves, 10 pcs f.8 Soft brooms, 10 pcs f.9 Stick brooms, 10 pcs f.10 Durable spray guns, 10 pcs f.11 Durable liquid soap dispensers, 24 pcs f.12 Toilet Bowl Brushes, 10 pcs	
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

7. Additional Documentary Requirement to be attached with the Bid Form in the following format:

PRICE SCHEDULE AND COST BREAKDOWN

Provision of Janitorial Manpower Services for One Year Only

Item No.	Description			Total Price	
	No. of Days Work per Week	No. of Days per year	No. of Hours Work per Day	Daily Wage (DW)	
	6 days	313 days	8 hours	481.00	
	Amount Directly to Janitor				
	COLA				
	Average Pay per Month (DW x No. of Days per Year ÷ 12)				
	13 th month Pay (Average Pay per Month ÷ 12)				
	5 Days Service Incentive Pay (DW x 5 ÷ 12)				
A.	TOTAL AMOUNT DIRECTLY TO JANITOR				
	Amount to Government in favor of Janitor				
	SSS Premium				957.70
	PhilHealth Contribution				150.00
	ECC				10.00
	PAG-IBIG Fund				100.00
B.	TOTAL AMOUNT TO GOVERNMENT IN FAVOR OF JANITOR				1,217.70
C.	TOTAL AMOUNT TO JANITOR AND GOVERNMENT (A+B)				
D.	AGENCY FEE ADMINISTRATIVE OVERHEAD AND PROFIT MARGIN (as per latest issued laws, orders, policies, etc., by Department of Labor and Employment (DOLE))				
E.	VALUE ADDED TAX (12%)				

F.	JANITORIAL SUPPLIES	
G.	TOTAL MINIMUM CONTRACT RATE FOR 8 HOURS (C+D+E)	
H.	GRAND TOTAL BID FOR TEN (10) JANITORS PER MONTH	

Name of Bidder/Agency: _____

Address/Telephone No.: _____

Duly Authorized Representative: _____

Signature over Printed Name

Date: _____

This Addendum No. IAN-03-2017 is issued to modify or amend the Bid Documents of the **Provision of Janitorial Manpower Services for One Year Only** in the amount of **Two Million Eight Hundred Thirty-Two Thousand Pesos (PhP 2,832,000.00) Only, inclusive of 12% Value Added Tax (VAT)**, and shall form an integral part of the Bidding Documents.

For guidance and information of all concerned.

Prepared by:


ATTY. RITCHELLE M. DESINGANO-YRAÑELA
Head, Ad Hoc BAC Secretariat

Approved:


ATTY. MA. TERESA S. PABULAYAN
Chairperson, BAC