

**SUPPLEMENTAL BID BULLETIN No. 3**

**TITLE :** Provision of Multi-Year Contract for the Hiring of Janitorial Services  
**ITB NO. :** ITB No. GOP/20-DSWD-034  
**DATE :** 04 June 2020

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the amendments/changes in the bidding documents, as follows:

**I. Clarification in the Bidding Document**

<b>Particular</b>	<b>Bidder's Clarification</b>	<b>DSWD Response</b>
Section VII. Technical Specification  - Administrative Cost (Profit Margin and Janitorial Supplies and Materials)	The prospective bidder asked if the administrative cost will follow the 10% minimum	<b>The Administrative Cost must be not less than ten (10%) of the total cost for janitorial services per Department of Labor and Employment (DOLE) Department Order No. 174, Series 2017</b>
Section III. Bid Data Sheet  ITB 5.4 Single Largest and Completed Contract (SLCC)	The prospective bidder inquired if the Approved Budget for the Contract (ABC) being referred to in the computation of SLCC is the total project cost	<b>Pursuant to Section 5.1.2 Appendix 23, on Guidelines on the Procurement of Security and Janitorial Services under GPPB Guidelines and other Issuance, the ABC for the first year shall be the basis in computing the SLCC equivalent to 50% thereof</b>
Eligibility and Technical Component	Prospective Bidder inquired if there is a need to provide attachments in the preparation of the Statement of all its ongoing government and private contracts, including contracts awarded but not yet started.	<b>The bidder may opt to provide attachments. Bid Form for this requirement is also provided in the Bidding Document</b>
Section VI. Schedule of Requirements	Prospective Bidder inquired if the skilled workers will have the same rate.	<b>Yes. Skilled workers will follow the same rate</b>

**II. Amendments in the Bidding Document**

Particular	From	To																				
<p>A. Invitation to Bid</p>	<p>The total approved budget allocation under this bidding project for multi-year are described as follows:</p> <table border="1" data-bbox="496 450 963 1397"> <thead> <tr> <th data-bbox="496 450 683 613">Year</th> <th data-bbox="683 450 963 613">Approved Budget for the Contract (in Philippine Peso)</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 613 683 842">1<sup>st</sup> Year (01 August 2020 – 31 December 2020)</td> <td data-bbox="683 613 963 842">11,622,175.80</td> </tr> <tr> <td data-bbox="496 842 683 1037">2<sup>nd</sup> Year (01 January 2021 – 31 December 2021)</td> <td data-bbox="683 842 963 1037">27,893,221.92</td> </tr> <tr> <td data-bbox="496 1037 683 1232">3<sup>rd</sup> Year (01 January 2022- 31 December 2022)</td> <td data-bbox="683 1037 963 1232">27,893,221.92</td> </tr> <tr> <td data-bbox="496 1232 683 1397"><b>Total ABC for 2 years and 6 months</b></td> <td data-bbox="683 1232 963 1397"><b>67,408,619.64</b></td> </tr> </tbody> </table>	Year	Approved Budget for the Contract (in Philippine Peso)	1 <sup>st</sup> Year (01 August 2020 – 31 December 2020)	11,622,175.80	2 <sup>nd</sup> Year (01 January 2021 – 31 December 2021)	27,893,221.92	3 <sup>rd</sup> Year (01 January 2022- 31 December 2022)	27,893,221.92	<b>Total ABC for 2 years and 6 months</b>	<b>67,408,619.64</b>	<p>The total approved budget allocation under this bidding project for multi-year are described as follows:</p> <table border="1" data-bbox="991 450 1458 1397"> <thead> <tr> <th data-bbox="991 450 1177 613">Year</th> <th data-bbox="1177 450 1458 613">Approved Budget for the Contract (in Philippine Peso)</th> </tr> </thead> <tbody> <tr> <td data-bbox="991 613 1177 842">1<sup>st</sup> Year (01 August 2020 – 31 December 2020)</td> <td data-bbox="1177 613 1458 842">11,622,175.80</td> </tr> <tr> <td data-bbox="991 842 1177 1037">2<sup>nd</sup> Year (01 January 2021 – 31 December 2021)</td> <td data-bbox="1177 842 1458 1037">27,893,221.92</td> </tr> <tr> <td data-bbox="991 1037 1177 1232">3<sup>rd</sup> Year (01 January 2022- 31 December 2022)</td> <td data-bbox="1177 1037 1458 1232">27,893,221.92</td> </tr> <tr> <td data-bbox="991 1232 1177 1397"><b>Total ABC for 2 years and 5 months</b></td> <td data-bbox="1177 1232 1458 1397"><b>67,408,619.64</b></td> </tr> </tbody> </table>	Year	Approved Budget for the Contract (in Philippine Peso)	1 <sup>st</sup> Year (01 August 2020 – 31 December 2020)	11,622,175.80	2 <sup>nd</sup> Year (01 January 2021 – 31 December 2021)	27,893,221.92	3 <sup>rd</sup> Year (01 January 2022- 31 December 2022)	27,893,221.92	<b>Total ABC for 2 years and 5 months</b>	<b>67,408,619.64</b>
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<p>B. Special Conditions of the Contract</p>	<p>None</p>	<p><b>Section 8.1. All bid prices for a duration of three (3) years shall be fixed and shall not be adjusted during contract implementation, except for the following:</b></p> <ul style="list-style-type: none"> <li>a. <b>Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;</b></li> <li>b. <b>Increase in taxes; and</b></li> <li>c. <b>If during the term of the contract the procuring entity sees the need for an</b></li> </ul>																				

		<p><b>increase or decrease in the number of security guards or janitorial attendants, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.</b></p>																
<p>C. Section VI. Schedule of Requirements</p>	<ul style="list-style-type: none"> <li>The contract duration shall be in accordance with the following contract duration, to wit:</li> </ul> <table border="1" data-bbox="523 636 943 1014"> <thead> <tr> <th>Calendar Year</th> <th>Contract Period/Coverage</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td>01 August 2020 – 31 December 2020</td> </tr> <tr> <td>Year 2</td> <td>01 January 2021 – 31 December 2021</td> </tr> <tr> <td>Year 3</td> <td>01 January 2022 – 31 December 2022</td> </tr> </tbody> </table> <p>DSWD reserves the right to pre-terminate the contract without liability for reasons of budgetary limitations in succeeding year. Likewise, the renewal of each year thereafter for two (2) more years is upon the recommendation of Administrative Service – General Services Division (AS-GSD) of the DSWD. Moreover, the extension of contract is subject to the provision of the 2016 IRR of RA 9184.</p>	Calendar Year	Contract Period/Coverage	Year 1	01 August 2020 – 31 December 2020	Year 2	01 January 2021 – 31 December 2021	Year 3	01 January 2022 – 31 December 2022	<ul style="list-style-type: none"> <li>The contract duration shall be in accordance with the following contract duration, to wit:</li> </ul> <table border="1" data-bbox="1018 640 1453 1019"> <thead> <tr> <th>Calendar Year</th> <th>Contract Period/Coverage</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td>01 August 2020 – 31 December 2020</td> </tr> <tr> <td>Year 2</td> <td>01 January 2021 – 31 December 2021</td> </tr> <tr> <td>Year 3</td> <td>01 January 2022 – 31 December 2022</td> </tr> </tbody> </table> <p>The bidding of multi-year contract follows GPPB's guidelines on the Procurement of Security Services under GPPB Resolution No. 24-2007 dated 28 September 2007. In line with the foregoing, prospective bidders are encouraged to strictly follow the provisions of said guidelines, including fixed pricing for full duration of contract term, yearly performance evaluation, valid and current Mayor's /Business Permit, Tax Clearance Certificate and other relevant licenses. DSWD reserves the right to pre-terminate the contract without liability for reasons of budgetary limitations in succeeding year.</p>	Calendar Year	Contract Period/Coverage	Year 1	01 August 2020 – 31 December 2020	Year 2	01 January 2021 – 31 December 2021	Year 3	01 January 2022 – 31 December 2022
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<p>D. Section III. Bid Data Sheet</p>	<p>Section 29.2 - The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) as the case may be, shall submit the following</p>	<p>Section 29.2 - The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) as the case may be, shall submit the following additional documents</p>																

	<p>additional documents during the Post-Qualification Stage:</p> <ul style="list-style-type: none"> <li>• Latest income (for the immediately preceding calendar or fiscal year) and business (within the last six (6) months) tax return, filed thru the Electronic Filing and Payment System (EFPS) of the BIR;</li> <li>• Certificate of PhilGEPS Registration (Platinum Membership), if not submitted during bid opening.</li> </ul>	<p>during the Post-Qualification Stage:</p> <ul style="list-style-type: none"> <li>• Latest income (for the immediately preceding calendar or fiscal year) and business (within the last six (6) months) tax return, filed thru the Electronic Filing and Payment System (EFPS) of the BIR;</li> <li>• Certificate of PhilGEPS Registration (Platinum Membership), if not submitted during bid opening.</li> <li>• Certification that the Service Provider has at least five (5) year experience in janitorial services with satisfactory performance from clients (must be duly notarized and in original form)</li> </ul>
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**III. Deadline for the Submission and Receipt of Bids**

This is to reiterate that the deadline for the submission and receipt of bids is on **11 June 2020 (9:00AM)**. Bids must be delivered to the **BAC Secretariat Office, Ground Floor Matapat Building, DSWD Central Office**. Late bids will not be accepted.

The opening of Bids is on **11 June 2020, 10:30AM** at the **Office of the Undersecretary for Social Welfare and Development, Karangalan Conference Room, 3rd Floor Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City**

**IV. The issuance of bidding documents**

The issuance of Bidding Documents is until **9:00AM** of **11 June 2020**.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

**FELICISIMO C. BUDIONGAN**  
*Undersecretary and Chairperson, Bids and Awards Committee*

Please accomplish the portion below and send it to facsimile no. (02) 951-7116 or email at [bacsec@dswd.gov.ph](mailto:bacsec@dswd.gov.ph).

Received from DSWD, **Supplemental/Bid Bulletin No. 3** for the **Provision of Multi-Year Contract for the Hiring of Janitorial Services** (ITB No. GOP/20-DSWD-034);

RECEIVED BY : \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGNATURE OVER PRINTED NAME)

DESIGNATION : \_\_\_\_\_

COMPANY : \_\_\_\_\_