

## **BID BULLETIN NO. 01**

### **PROCUREMENT OF JANITORIAL SERVICES IN THE PHILHEALTH HEAD OFFICE FOR THREE (3) YEARS (EARLY PROCUREMENT ACTIVITY)**

In accordance with Republic Act 9184, this bid bulletin is hereby issued to amend and/or to clarify the following provisions of the Bidding Documents for the **Procurement of Janitorial Services in the PhilHealth Head Office for Three (3) Years (Early Procurement Activity)** under Invitation to Bid No. EPA-JS 2023-01-GSB viz:

PROVISIONS/QUERIES	AMENDMENTS / CLARIFICATIONS
<b>Clarifications by the prospective bidders:</b>  <b>1. The bidder inquired in connection to the computation of their financial proposal, if they are going to follow the DOLE Department Order No. 18-A setting the standard administrative overhead and profit margin at a minimum of ten (10) percent of the total contract cost or GPPB Guidelines that there is no ceiling.</b>  <b>2. The bidders asked for the total number of days in a year for the manpower costing.</b>  <b>3. The bidder asked if the government rates are updated.</b>	<b>The BAC-GS B and End-User would like to inform the bidders of the following clarifications:</b>  <b>We follow RA 9184 whereby there is no lower limit for the admin fee, with the upper limit being the ABC. However, in consideration of DOLE Department Order 18-A, the Approved budget for the contract (ABC) has considered an admin fee of 10% to allow the concerned Janitorial services agencies participating in this bidding to be compliant with the DOLE Order. PhilHealth will not disqualify bidders offering less than 10% admin fee, as this is not part of the amount due to the janitors.</b>  <b>For janitors rendering work for 6 days in a week and 8 hours per day: <u>307 days in a year per janitor</u></b>  <b>For janitors rendering work for 5 days in a week and 8 hours per day: <u>255 days in a year per janitor</u></b>  <b>Yes.</b>

PROVISIONS/QUERIES	AMENDMENTS / CLARIFICATIONS
<p><b>Section VIII. Checklist of Technical and Financial Documents</b> <b>Page 39</b></p> <p><b>II. FINANCIAL COMPONENT</b></p> <p>(j) Original of duly signed and accomplished <u>Price Schedule</u></p>	<p>The BAC-GS B and End-User would like to inform the bidders of the following clarifications:</p> <p>(j) Original of duly signed and accomplished <u>Cost Breakdown</u></p> <p>Please refer to Annex "A" for the Cost Breakdown Form.</p>
<p><b>Required Forms and Templates</b> <b>Page 40</b></p> <p><i>Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but not yet Started, if any</i></p> <p>4. The bidder asked if they are going to attach supporting documents with the statement of all on-going projects.</p> <p><b>Page 41</b></p> <p><i>Statement of Single Largest Completed Contract (SLCC)</i></p> <p>5. The bidder asked if they are going to attach documents such as NOA, Contract and NTP in support to the Single Largest Completed Contract.</p>	<p>No supporting document is required. However, the supporting documents shall be presented during post-qualification.</p> <p>The bidders are required to submit the following documents only in support to the single largest completed contract:</p> <ol style="list-style-type: none"> <li>1. End-user's Acceptance; or</li> <li>2. Official Receipt/s or</li> <li>3. Sales Invoice/s).</li> </ol>
<p><b>Additional inquiries:</b></p> <p>6. The bidder asked for uniformity of the bid price computation, if they are going to use the Microsoft Excel or manual computation.</p> <p>7. In the spirit of fairplay, the bidder requested PHIC to issue a guidelines or set standards in rounding –off of digits for the bid.</p>	<p>The bid price computation shall be through manual computation.</p> <p>For computation purposes, the decimals shall be rounded off to the nearest hundredth (2 decimal places).</p>

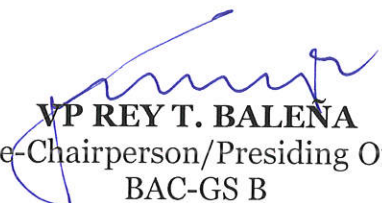
**REMINDERS:**

The BAC-GS B would like to remind the Bidders to **ensure the completeness of their submitted documents prior to actual submission of their bid based on the Technical and Financial requirements.**

The submission of bid will be on or before **20 November 2023, 10:30 A.M.** Likewise, **Opening of Bids** will commence on the said date and time.

Bidders who obtained the bidding documents for this project but would not submit their respective bid proposals on **20 November 2023 must submit a letter of non-participation** stating their reasons to the Secretariat for the Bids and Awards Committees (SBAC) **on or before 10:30 A.M. of 20 November 2023.**

Issued this **13<sup>th</sup> day of November 2023.**

  
**VP REY T. BALEÑA**  
Vice-Chairperson/Presiding Officer  
BAC-GS B

MULTI-YEAR CONTRACTUAL AUTHORITY  
JANITORIAL SERVICES  
COST DISTRIBUTION PER MONTH

Particulars	RATE PER JANITOR	
	6 Days 8 Hours (Sunday - Friday)	5 Days 8 Hours (Monday - Friday)
Daily wage (DW)	610.00	610.00
No. of Days	307 (2022 DOLE Handbook)	255 (2022 DOLE Handbook)
<b>Schedule 1</b>		
Average Pay Per Month	15,605.83	12,962.50
13th Month Pay	1,300.49	1,080.21
5 Days Incentive	254.17	254.17
Amount Directly to Janitors	17,160.49	14,296.88
<b>Schedule 2</b>		
SSS	1,520.00	1,235.00
PhilHealth	312.12	259.25
State Insurance Fund	30.00	10.00
Pag-Ibig Fund	100.00	100.00
Amount to Gov't in favor of the Janitors	1,962.12	1,604.25
TOTAL AMOUNT to JANITORS & GOV'T	19,122.60	15,901.13
<b>Schedule 3</b>		
Administrative Overhead & Margin (___%)		
<b>Schedule 4</b>		
12% Value Added Tax (VAT)		
TOTAL (Schedule 1, 2, 3 & 4)		
Cost of Supplies and Materials		
<b>Basic Contract Rate per Janitor (TOTAL + COST OF SUPPLIES)</b>		
	-	-
No. of Janitors	56	4
TOTAL MONTHLY CONTRACTED RATE		
TOTAL ANNUAL CONTRACTED RATE		
TOTAL CONTRACTED RATE FOR 3 YEARS		
TOTAL BID AMOUNT FOR 3 YEARS		

Name :

Legal Capacity:

Signature :

Duly authorized to sign the Bid for and in behalf of :

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