

Republic of the Philippines DEPARTMENT OF LABOR AND EMPLOYMENT EMPLOYEES' COMPENSATION COMMISSION

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BID BULLETIN NO. 1 March 23, 2022

PB-ECC-2022-02

PUBLIC BIDDING FOR ONE (1) LOT – SEVENTY (70)
PERSONNEL ON JANITORIAL AND TECHNICALCLERICAL SUPPORT SERVICES IN THE ECC
FOR ONE (1) YEAR (2022-2023)

In accordance with Section 22.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 and in response to clarifications raised by prospective external providers during the Pre-Bid Conference conducted on March 22, 2022, the ECC- Bids and Awards Committee issues this Bid Bulletin on the subject procurement:

A. CLARIFICATIONS

Queries	Clarifications
On the submission of Audited Financial Statements for 2020 instead of 2021 during the bid opening.	Yes. Pursuant to Section 23.1.a.vii , bidders are required to submit their Audited Financial Statements (AFS) showing, among others, the bidder'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. (underscoring supplied)
Query if the submission of supporting documents i.e. Purchase Orders, Invoices for the Statement of All Ongoing Government and Private Contracts during the bid opening is mandatory	No. The submission of supporting documents such as Purchase Orders and Invoices for the Statement of All Ongoing Government and Private Contracts during the bid opening is NOT mandatory
Inquiry on the definition of similar contracts for the janitorial and technical-clerical support services in the ECC for purposes of accomplishing the SLCC	PBD Bid Data Sheet, Item 5.3.a, page 23, definition of similar contracts: For this purpose, contracts similar to the Project shall be: a. Any contracts involving provision of manpower support services such as, but not limited to, janitorial and/or technical-clerical personnel. (underscoring supplied) Thus, for this procurement project, similar contract refers to any of the following: Contracts for janitorial services only; Contracts for janitorial and clerical/ administrative services; Contracts for clerical/ administrative services only
Clarification on the number of personnel required and the corresponding wage rate	The following are the details on the number of personnel requirement and corresponding wage rates:

Queries		Clarification	S	
	Designation	No. of Personnel Required	Daily Wage Rate	
	Janitorial	10	537.00	
	Technical (Head Office)	3	1,436.75	
	Technical (REUs)	2	1,436.75	
	Clerical (Head Office)	16	740.61	
	Clerical (Head Office) Caretaker (Head Office)	20	537.00	
	- Tanay Property)			
	Clerical (REUs)	15	537.00	
	Driver/ Mechanic (Head Office)		740.61	
	Driver (Head Office)	1	621.84	
	Tota	1 70		
	With the issuance of the Workers Statutory Mone days will be amended to Handbook, as follows:	2022 edition o	of DOLE-BWC's ne computation	for number of
	Designation/ No. of Requirement	No. of Workdays	Workdays based on 2020 Handbook on Workers' Statutory Benefits (Current Provision)	Workdays Based on 2022 Handbook on Workers' Statutory Benefits (Amended Provision)
	Janitorial -10	6 days a week	309	307
		Considered paid on Regular Holidays Not considered paid on Special Holidays		
	Clerical (HO) – 20 Caretaker (HO – Tanay) -2 Clerical (REU) -15	5 days a week Considered paid on Regular Holidays Not considered paid on Special	257	255

Queries	Clarifications
	Please refer to revised BAC Form No. 5: Details of Bid, page 49

B. AMENDMENTS (to the PBD)

Current P	rovisions		Amended / N	ew Provisions
PB-ECC-2022-02 page 2 paragraph 2	0, Instruction to Bidders,	1	PB-ECC-2022-02 page i paragraph 2	20, Instruction to Bidders,
Any prospective external post-evaluation/qualification soft/scanned copies of its refinancial statements and other email showing, among other total and current assets "received" by the BIR for C	n is required to submit elevant clearances, audited her required documents via ers, the prospective bidder's and liabilities stamped	f t	post-evaluation/qualification soft/scanned copies of its refinancial statements and o email showing, among other	provider that will undergo on is required to submit relevant clearances, audited ther required documents via ers, the prospective bidder's s and liabilities stamped CY 2020.
PB-ECC-2022-02 page 3 Specifications	34. Section VII. Technical		PB-ECC-2022-02 page Specifications	34. Section VII. Technical
Specifications	Reference/ Proof of Compliance		Specifications	Reference/ Proof of Compliance
2. Liquidity of the Contractor			2. Liquidity of the Contractor	
The bidder / service agency should be in good financial standing with a minimum liquidity ratio of 2:1 as of CY2021	Audited Financial Statements for CY 2021		The bidder / service agency should be in good financial standing with a minimum liquidity ratio of 2:1 as of CY2020	Audited Financial Statements for <u>CY 2020</u>
PB-ECC-2022-02 page Details of Bid	49. BAC Form No. 5		PB-ECC-2022-02 page Details of Bid	49. BAC Form No. 5
No. of Workdays Daily Wage Rate		E \ \ () () F	Bureau of Working Cond Workers Statutory Mone (Computation of the Est	nded to conform to DOLE- itions issued Handbook on tary Benefits <u>2022</u> edition imated Equivalent Monthly thly-Paid and Daily-Paid
			Please see revised BA Bid	C Form No. 5, Details of

All other portions of the subject Philippine Bidding Documents (PBDs) affected by the abovementioned amendments shall be made to conform to the same. All other matters which are not included in this Supplemental Bid are hereby maintained by the ECC-BAC.

For guidance and information of all prospective external providers.

23 March 2022 City of Makati

ATTY. JONATHAN T. VILLASOTO ECC-BAC Chairperson

PUBLIC BIDDING FOR ONE (1) LOT – SEVENTY (70)
PERSONNEL ON JANITORIAL AND TECHNICALCLERICAL SUPPORT SERVICES IN THE ECC
FOR ONE (1) YEAR (2022-2023)

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	Driver (Headl Office) 5 Days / Week Col 8	255	621.84							
	Driver (Head Office) SG 07-01 Col 7	255	740.61							
	Clerical (REUs) 5 Days / Week Col 6	255	537.00							
	Clerical – 20 / Caretaker – 2 (Head Office) 5 Days/ Week Col 5	255	537.00							
DATE:	Clerical (Head Office) 5 Days / Week Col 4		740.61							
OMPENSATION SSION DS COMMITTEE	Technical (REUs) 5 Days / Week Col 3	255	1,436.75							
EMPLOYEES COMPENSATION COMMISSION BIDS AND AWARDS COMMITTEE	Technical (Head Office) 5 Days / Week Col 2	255	1,436.75							
r Janitorial/ Clerical/ for 12 months	Janitor (Head Office) 6 Days / Week Col 1	307	537.00							
Breakdown of the Bid for Janitorial/ Clerical/ Technical Services for 12 months			(DWR)	AMOUNT DUE TO PERSONNEL	lary	Emergency Cost of Living Allowance	Leave pay		COST	B. AMOUNT DUE TO GOVERNMENT (Based on 2022 Rates)
BAC FORM No. 5		*No of Workdays	Daily Wage Rate (DWR)	A. AMOUNT D	Monthly Basic Salary	Emergency Cost	5 Days Incentive Leave pay	13th Month Pay	TOTAL LABOR COST	B. AMOUNT DUE TO G (Based on 2022 Rates)

BAC FORM No. 5	Breakdown of the Bid for Janitorial/ Clerical/ Technical Services for 12 months	r Janitorial/ Clerical/ for 12 months	EMPLOYEES COMPENSATION COMMISSION BIDS AND AWARDS COMMITTEE	OMPENSATION SSION DS COMMITTEE	DATE:			•	
		Janitor (Head Office) 6 Days / Week Col 1	Technical (Head Office) 5 Days / Week Col 2	Technical (REUs) 5 Days / Week Col 3	Clerical (Head Office) 5 Days / Week Col 4	Clerical – 20 / Caretaker – 2 (Head Office) 5 Days/ Week Col 5	Clerical (REUs) 5 Days / Week Col 6	Driver (Head Office) SG 07-01 Col 7	Driver (Head Office) 5 Days / Week Col 8
SSS Premium									
ECC Share									
SSS Mandatory Provident Fund	ovident Fund								
PhilHealth									
Pag-Ibig Premium									
TOTAL AMOUNT I	TOTAL AMOUNT DUE TO GOVERNMENT								
A. RATE PER PI	RATE PER PERSONNEL (A+B)								
D. OVERHEAD COST	COST								
Agency Fee/ Admin (Indicate Rate :	Agency Fee/ Admin Margin and Overhead (Indicate Rate:								
	Sub-Total D								
Add: 12% VAT									
Monthly Rate per Personnel	Personnel								

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BAC FORM No. 5	Breakdown of the Bid for Janitorial/ Clerical/ Technical Services for 12 months	r Janitorial/ Clerical/ for 12 months	EMPLOYEES COMPENSATION COMMISSION BIDS AND AWARDS COMMITTEE	COMMISSION AWARDS COMMITTEE	DATE:				
		Janitor (Head Office) 6 Days / Week Col 1	Technical (Head Office) 5 Days / Week Col 2	Technical (REUs) 5 Days / Week Col 3	Clerical (Head Office) 5 Days / Week Col 4	Clerical – 20 / Caretaker – 2 (Head Office) 5 Days/ Week Col 5	Clerical (REUs) 5 Days / Week Col 6	Driver (Head Office) SG 07-01 Col 7	Driver (Head Office) 5 Days / Week Col 8
X no. of Personnel	nnel	10	e	2	16	22	15	-	_
tal Manpowe	Total Manpower Cost Per Month								
Supplies and Ma Month	Supplies and Materials (Janitorial) per Month								
112% VAT o	Add 12% VAT on Supplies and Materials								
Total Cost Per Month	Month								
Total Manpowe Months)	Total Manpower Cost Per Annum (x 12 Months)								
Grand Total									
nputed Dail onthly Rate nths / 307 da	Computed Daily Rate per Personnel (Monthly Rate per Personnel x 12 months / 307 days (Janitors)								
Computed Daily Ra (Monthly Rate per I months / 255 days Caretaker/ Drivers)	Computed Daily Rate per Personnel (Monthly Rate per Personnel x 12 months / 255 days (Technical/Clerical/ Caretaker/ Drivers)								

Signature over Printed Name

Submitted by:

Position