



BID BULLETIN NO. 1

March 23, 2022

PB-ECC-2022-02

PUBLIC BIDDING FOR ONE (1) LOT – SEVENTY (70) PERSONNEL ON JANITORIAL AND TECHNICAL- CLERICAL 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 <u>should not be earlier than two (2) years from the date of bid submission.</u> (<i>underscoring supplied</i>)
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 <u>and/or</u> technical-clerical personnel. (<i>underscoring supplied</i>) Thus, for this procurement project, similar contract refers to <u>any</u> of the following: <ul style="list-style-type: none">• 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	Clarifications			
	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)	20		
	Caretaker (Head Office – Tanay Property)	2	537.00	
	Clerical (REUs)	15	537.00	
	Driver/ Mechanic (Head Office)	1	740.61	
	Driver (Head Office)	1	621.84	
	Total	70		
	Please refer to revised BAC Form No. 5: Details of Bid, page 49			
Query on the basis of the number of working days indicated in the details of bid to facilitate uniform computation	<p>The basis of the number of workdays is the DOLE – Bureau of Working Conditions issued Handbook on Workers Statutory Monetary Benefits 2020 edition (Computation of the Estimated Equivalent Monthly Rate (EEMR) of Monthly-Paid and Daily-Paid Employees.</p> <p>With the issuance of the 2022 edition of DOLE-BWC's Handbook on Workers Statutory Monetary Benefits, the computation for number of days will be amended to conform with the provisions of the latest issued Handbook, as follows:</p>			
	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 Considered paid on Regular Holidays Not considered paid on Special Holidays	309	307
	Technical (HO) – 3	5 days a week		
	Technical (REU) -2			
	Clerical (HO) -16			
	Clerical (HO) – 20	Considered paid on Regular Holidays	257	255
	Caretaker (HO – Tanay) -2			
	Clerical (REU) -15	Not considered paid on Special Holidays		
	Driver Mechanic (HO)			
	Driver (HO)			

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

B. AMENDMENTS (to the PBD)

Current Provisions		Amended / New Provisions	
PB-ECC-2022-02 page 20, Instruction to Bidders, paragraph 2		PB-ECC-2022-02 page 20, Instruction to Bidders, paragraph 2	
Any prospective external provider that will undergo post-evaluation/qualification is required to submit soft/scanned copies of its relevant clearances, audited financial statements and other required documents via email showing, among others, the prospective bidder's total and current assets and liabilities stamped "received" by the BIR for CY 2021 .		Any prospective external provider that will undergo post-evaluation/qualification is required to submit soft/scanned copies of its relevant clearances, audited financial statements and other required documents via email showing, among others, the prospective bidder's total and current assets and liabilities stamped "received" by the BIR for <u>CY 2020</u> .	
PB-ECC-2022-02 page 34. Section VII. Technical Specifications		PB-ECC-2022-02 page 34. Section VII. Technical Specifications	
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 <u>CY2020</u>	Audited Financial Statements for <u>CY 2020</u>
PB-ECC-2022-02 page 49. BAC Form No. 5 Details of Bid		PB-ECC-2022-02 page 49. BAC Form No. 5 Details of Bid	
No. of Workdays Daily Wage Rate		No. of Workdays is amended to conform to DOLE-Bureau of Working Conditions issued Handbook on Workers Statutory Monetary Benefits 2022 edition (Computation of the Estimated Equivalent Monthly Rate (EEMR) of Monthly-Paid and Daily-Paid Employees. Please see revised BAC Form No. 5, Details of Bid	

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

BAC FORM No. 5		Breakdown of the Bid for Janitorial/ Clerical/ Technical Services for 12 months	EMPLOYEES COMPENSATION COMMISSION BIDS AND AWARDS COMMITTEE			DATE:			
			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			10	2	16	22	15	1	1
Total Manpower Cost Per Month									
Supplies and Materials (Janitorial) per Month									
Add 12% VAT on Supplies and Materials									
Total Cost Per Month									
Total Manpower Cost Per Annum (x 12 Months)									
Grand Total									
Computed Daily Rate per Personnel (Monthly Rate per Personnel x 12 months / 307 days (Janitors)									
Computed Daily Rate per Personnel (Monthly Rate per Personnel x 12 months / 255 days (Technical/Clerical/ Caretaker/ Drivers)									

Submitted by:

Signature over Printed Name

Position

Name of Company