



REGIONAL OFFICE BIDS AND AWARDS COMMITTEE
Invitation to Bid No. 2023-2-EPA
 Supplemental Bid Bulletin No. 1
 05 December 2022

Modification on the Procurement of Janitorial Services for PSA Field Statistical Services Office – Davao Region

This Supplemental Bid Bulletin No. 1 is issued for modification of some provisions of the Bidding Documents for the Procurement of Janitorial Services for PSA Field Statistical Services Office – Davao Region based from issues and concerns raised during the Pre-Bid Conference that was conducted on 01 December 2022. The modifications provided in this bulletin shall serve as amendments of the Bidding Documents and form as an integral part of the aforementioned documents, to wit:

No.	Source	Original Statement/Query	Modification/Clarification/Addendum
1	Inquiry from Pre-Bid Conference For	Is there a floor set for the bid?	Per Section 31.1 of the 2016 Revised IRR: <i>The ABC shall be upper limit or ceiling for acceptable bid prices. If a bid price, as evaluated and calculated in accordance with this IRR, is higher than the ABC, the bidder submitting the same shall be automatically disqualified. There shall be no lower limit or floor on the amount of the award.</i>
2	Inquiry from Pre-Bid Conference	What is the number of paid days?	The number of paid days for 2023 is 260. This is reflected in Appendix 3 (Detailed Breakdown of Monthly Contract Rate per Janitor).
3	Inquiry from Pre-Bid Conference	Are those eligible in the Technical Component in the first bidding be given a Certificate of Eligibility so that they may no longer submit a Technical Component Envelope for the second bidding?	The bidders who passed the Technical component in the first bidding are still required to submit a complete set of bidding documents (Technical Component and Financial Component) during the second bidding.
4	Invitation to Bid page 6, no. 2	2. The PSA RSSO – Davao Region now invites bids for the above Procurement Project. Delivery of the Goods is required as indicated in the Schedule of Requirements. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).	2. The PSA RSSO – Davao Region now invites bids for the above Procurement Project. Delivery of the Goods is required as indicated in the Schedule of Requirements. Bidders should have completed, within five (5) years (2017-2021) from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).



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5	Instruction to Bidders, page 9	<p>1. Scope of Bid</p> <p>The Procuring Entity, PSA R5SO – Davao Region wishes to receive Bids for the Procurement of Janitorial Services for the PSA Davao Region Field Statistical Services Office with identification number ITB No. 2023-3-EPA.</p>	<p>1. Scope of Bid</p> <p>The Procuring Entity, PSA R5SO – Davao Region wishes to receive Bids for the Procurement of Janitorial Services for the PSA Davao Region Field Statistical Services Office with identification number ITB No. 2023-2-EPA.</p>																				
6	Annexes, Table of Contents, page 31	<p>TABLE OF CONTENTS</p> <p>Bid Form.....32 Appendix 2-Bid Form.....33 Appendix 3-Bid Form.....34 Contract Agreement Form35 Omnibus Sworn Statement37 Bid Securing Declaration Form.....39 Performance Securing Declaration..... 40 Price Schedule for Goods Offered from Within the Philippines 41</p>	<p>TABLE OF CONTENTS</p> <p>Bid Form.....32 Appendix 2-Bid Form.....33 Appendix 3-Bid Form.....34 Contract Agreement Form35 Omnibus Sworn Statement37 Bid Securing Declaration Form.....39 Price Schedule for Goods Offered from Within the Philippines40</p>																				
7	Annexes, Appendix 2, Janitorial Services for CY 2023 PSA FSSO – Davao Region, page 33 Appendix 2 and Appendix 3 are part of the Bid Form	<p>APPENDIX “2”</p> <p style="text-align: center;"><u>Bid Form for Janitorial Services for CY 2023</u></p> <p style="text-align: center;">JANITORIAL SERVICES FOR CY 2023 PSA FSSO - DAVAO REGION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Item No.</th> <th style="width: 40%;">DESCRIPTION</th> <th style="width: 10%;">Number of Janitor</th> <th style="width: 10%;">Monthly Rate/Janitor</th> <th style="width: 35%;">BID PRICE (9 months)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>For Seven (7) Regular Janitor (Monthly Rate) – Five (5) days a week (Monday to Friday) Mon-Fri: 7:00 AM – 12:00 NN 1:00 PM – 6:00 PM</td> <td style="text-align: center;">7</td> <td></td> <td></td> </tr> </tbody> </table> <p>Name of Janitorial Service Contractor: _____ Name of Representative: _____ (Signature) Date: _____</p>	Item No.	DESCRIPTION	Number of Janitor	Monthly Rate/Janitor	BID PRICE (9 months)	1	For Seven (7) Regular Janitor (Monthly Rate) – Five (5) days a week (Monday to Friday) Mon-Fri: 7:00 AM – 12:00 NN 1:00 PM – 6:00 PM	7			<p>APPENDIX “2”</p> <p style="text-align: center;"><u>Bid Form for Janitorial Services for CY 2023</u></p> <p style="text-align: center;">JANITORIAL SERVICES FOR CY 2023 PSA FSSO - DAVAO REGION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Item No.</th> <th style="width: 40%;">DESCRIPTION</th> <th style="width: 10%;">Number of Janitor</th> <th style="width: 10%;">Monthly Rate/Janitor</th> <th style="width: 35%;">BID PRICE (12 months)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>For Seven (7) Regular Janitor (Monthly Rate) – Five (5) days a week (Monday to Friday) Mon-Fri: 7:00 AM – 12:00 NN 1:00 PM – 6:00 PM</td> <td style="text-align: center;">7</td> <td></td> <td></td> </tr> </tbody> </table> <p>Name of Janitorial Service Contractor: _____ Name of Representative: _____ (Signature) Date: _____</p>	Item No.	DESCRIPTION	Number of Janitor	Monthly Rate/Janitor	BID PRICE (12 months)	1	For Seven (7) Regular Janitor (Monthly Rate) – Five (5) days a week (Monday to Friday) Mon-Fri: 7:00 AM – 12:00 NN 1:00 PM – 6:00 PM	7		
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8	<p>Annexes, Appendix 3, Detailed Breakdown of Monthly Contract Rate per Janitor, page 34</p> <p>Appendix 2 and Appendix 3 are part of the Bid Form</p>	<p>APPENDIX "3"</p> <p><u>Bid Form for Janitorial Services for CY 2023</u></p> <p>Detailed Breakdown of Monthly Contract Rate per Janitor</p> <p>1. For Regular Janitor (Monthly Rate) – Five (5) days a week (Monday to Friday) for 10 hours</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Minimum Daily Wage per RTWPB Wage Order No. XI-21 effective January 1, 2023 DW = P 443.00 effective 01 January 2023 Work Duration: January 1, 2023 to December 31, 2023</td> </tr> <tr> <td style="width: 60%;"> I. Wage and Wage-Related Benefits Basic Pay (DW x 260) / 12 13th Month Pay (DW x 260) / 12 Service Incentive Leave Pay (DW x 5) / 12 Overtime Pay Sub-total </td> <td style="width: 40%; text-align: center;"> P P P </td> </tr> <tr> <td> II. Social Welfare Benefits Social Security Contribution EC Contribution Philhealth Premium Contribution Pag-IBIG Fund Contribution Sub-total </td> <td style="text-align: center;"> P P </td> </tr> <tr> <td>III. Total Contract Cost</td> <td></td> </tr> <tr> <td>IV. Administrative Fee</td> <td></td> </tr> <tr> <td>V. Value-Added Tax</td> <td style="text-align: center;">(in figures)</td> </tr> <tr> <td>VI. Monthly Contract Rate (in words)</td> <td style="text-align: center;">P</td> </tr> </table> <p>Name of Janitorial Service Contractor: _____ Name of Representative: _____ Signature: _____ Date: _____</p>	Minimum Daily Wage per RTWPB Wage Order No. XI-21 effective January 1, 2023 DW = P 443.00 effective 01 January 2023 Work Duration: January 1, 2023 to December 31, 2023		I. Wage and Wage-Related Benefits Basic Pay (DW x 260) / 12 13 th Month Pay (DW x 260) / 12 Service Incentive Leave Pay (DW x 5) / 12 Overtime Pay Sub-total	P P P	II. Social Welfare Benefits Social Security Contribution EC Contribution Philhealth Premium Contribution Pag-IBIG Fund Contribution Sub-total	P P	III. Total Contract Cost		IV. Administrative Fee		V. Value-Added Tax	(in figures)	VI. Monthly Contract Rate (in words)	P	<p style="text-align: center;">APPENDIX "3"</p> <p style="text-align: center;"><u>Bid Form for Janitorial Services for CY 2023</u></p> <p style="text-align: center;">Detailed Breakdown of Monthly Contract Rate per Janitor</p> <p>1. For Regular Janitor (Monthly Rate) – Five (5) days a week (Monday to Friday) for 10 hours</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Minimum Daily Wage per RTWPB Wage Order No. XI-21 effective January 1, 2023 DW = Php 443.00 effective 01 January 2023 Work Duration: January 1, 2023 to December 31, 2023</td> </tr> <tr> <td style="width: 60%;"> I. Wage and Wage-Related Benefits Basic Pay (DW x 260) / 12 13th Month Pay (DW x 260) / 12 Service Incentive Leave Pay (DW x 5) / 12 Overtime Pay (DW / 8) x 1.25 x 247 x 2 / 12 Sub-total </td> <td style="width: 40%; text-align: center;"> Php Php Php Php Php </td> </tr> <tr> <td> II. Social Welfare Benefits Social Security Contribution * EC Contribution Philhealth Premium Contribution ** Pag-IBIG Fund Contribution *** Sub-total </td> <td style="text-align: center;"> Php Php Php Php Php </td> </tr> <tr> <td>III. Total Contract Cost</td> <td style="text-align: center;">Php</td> </tr> <tr> <td>IV. Administrative Fee</td> <td style="text-align: center;">Php</td> </tr> <tr> <td>V. Value Added Tax</td> <td style="text-align: center;">Php</td> </tr> <tr> <td>VI. Monthly Contract Rate (in words)</td> <td style="text-align: center;">(in figures) Php</td> </tr> </table> <p>* For SSS, the basis for monthly contribution is total wage and wage-related benefits less 13th month pay. ** For Philhealth, contribution is 4.5%. However, there is minimum threshold of P10,000. *** Pag-ibig contribution is Php 100.00.</p> <p>Name of Janitorial Service Contractor: _____ Name of Representative: _____ Signature: _____ Date: _____</p>	Minimum Daily Wage per RTWPB Wage Order No. XI-21 effective January 1, 2023 DW = Php 443.00 effective 01 January 2023 Work Duration: January 1, 2023 to December 31, 2023		I. Wage and Wage-Related Benefits Basic Pay (DW x 260) / 12 13 th Month Pay (DW x 260) / 12 Service Incentive Leave Pay (DW x 5) / 12 Overtime Pay (DW / 8) x 1.25 x 247 x 2 / 12 Sub-total	Php Php Php Php Php	II. Social Welfare Benefits Social Security Contribution * EC Contribution Philhealth Premium Contribution ** Pag-IBIG Fund Contribution *** Sub-total	Php Php Php Php Php	III. Total Contract Cost	Php	IV. Administrative Fee	Php	V. Value Added Tax	Php	VI. Monthly Contract Rate (in words)	(in figures) Php
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9	Page 40	<p style="text-align: center;">Performance Securing Declaration (Revised) <i>[If used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]</i></p> <hr/> <p>REPUBLIC OF THE PHILIPPINES) CITY OF _____) S.S.</p> <p style="text-align: center;">PERFORMANCE SECURING DECLARATION</p> <p>Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]</p> <p>I/We, the undersigned, declare that:</p> <ol style="list-style-type: none"> 1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract. 2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years for the second offense, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract; 3. I/We understand that this Performance Securing Declaration shall cease to be valid upon: <ol style="list-style-type: none"> a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions: <ol style="list-style-type: none"> i. Procuring Entity has no claims filed against the contract awardee; ii. It has no claims for labor and materials filed against the contractor; and iii. Other terms of the contract; or b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user. <p>IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].</p> <p style="text-align: right;"><i>[Insert NAME OF BIDDER OR HIS AUTHORIZED REPRESENTATIVE]</i> <i>[Insert signatory's legal capacity]</i> Affiant</p> <p style="text-align: center;"><i>[Signature]</i> <i>[Format shall be based on the latest Rules on Notarial Practice]</i></p>	This page is deleted.



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For guidance and information of all concerned.

IMELDA A. AGUSTIN
Chairperson, ROBAC XI