



BIDS AND AWARDS COMMITTEE

Supplemental Bid No.: TAPI-PB-2021-11-002- A
PHILGEPS/Bid ID No.: 8216041

**Project Title: PROCUREMENT OF DOST-TAPI JANITORIAL AND
MAINTENANCE SERVICES FOR CY-2022
(TAPI-PB-2021-11-002)**

This Supplemental/Bid Bulletin is being issued to clarify, modify and amend items/specifications in the Bid Documents as discussed during the Pre-Bidding Conference conducted on 06 December 2021 – Monday for the above mentioned project. The following are the additional information for the bidder/s:

SECTION III. BID DATA SHEET

ISSUES	CLARIFICATION / AMENDMENTS
ITB Clause Item No. 20.2: For purposes of post-qualification, and in addition to what is to be submitted under ITB Clause 20.1, the following documents shall also be required: . . 2) Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Main Office or Regional Office where the main office of the Agency is based;	ITB Clause Item No. 20.2: For purposes of post-qualification, and in addition to what is to be submitted under ITB Clause 20.1, the following documents shall also be required: . . . 2) Latest Clearance/Certificate of remittance and compliance but not later than December 2020 with statutory obligation from the SSS Main Office or Regional Office where the main office of the Agency is based, proof of succeeding remittances until 3rd quarter of 2021 starting from the submitted latest clearance/certificate of remittance and compliance and proof of Latest SSS Clearance Application form received by SSS office.

SECTION VI. SCHEDULE OF REQUIREMENTS

The Procuring Entity emphasized that the existing five (5) janitors of TAPI should be absorbed by the winning bidder.

SECTION VII. TECHNICAL SPECIFICATIONS

Revision of Annex A: Performance Evaluation for Janitorial Services - RATING SHEET AND SURVEY FORM (Refer to the attached forms for Annex A.)

Inclusion of additional instructions to Annex B: Breakdown of Bid Price for Janitorial & Maintenance Personnel. (Refer to the attached revised form for Annex B.)

SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Revision of item “m” under Financial Component

Refer to the attached revised CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

ISSUES	CLARIFICATION / AMENDMENTS
II. FINANCIAL COMPONENT ENVELOPE (m) Original of duly signed and accomplished Financial Bid Form; and	II. FINANCIAL COMPONENT ENVELOPE (m) Original of duly signed and accomplished Financial Bid Form including detailed computation (please refer to ANNEX B: BREAKDOWN OF BID PRICE FOR JANITORIAL & MAINTENANCE PERSONNEL); and

This Supplemental/Bid Bulletin shall form part of the Bid Documents. Any provision in the Bid Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 6th day of December 2021 in Taguig City.



MR. ROMEO M. JAVATE

Chief Science Research Specialist and
Chairperson, TAPI-Bids and Awards Committee

ANNEX A: PERFORMANCE EVALUATION FOR JANITORIAL SERVICES –

RATING SHEET

ANNEX "A"

DEPARTMENT OF SCIENCE AND TECHNOLOGY
PERFORMANCE EVALUATION FOR JANITORIAL SERVICES CY _____
RATING SHEET (In accordance to GPPB resolution No. 24-2007, Sec 5.4 of Annex A)

Name of Janitorial Service Provider: _____

Period Covered: _____

Item No.	Percent Wt.	CRITERIA	RATING (Refer to the Legend Below)	SCORE
				(Average. X percent wt)
I.	40%	Quality of Service Delivered		
1		Based on the result of the consolidated agency survey		
		SUB TOTAL:		
II.	25%	Management and Suitability of Personnel		
1		Staff has adequate experience in providing Janitorial and Maintenance Services		
2		Ability to deploy reliever as needed		
3		Deployment of janitorial staff with NC-II certification from Tesda		
4		Issue proper uniform/ID/PPE's to their employees		
5		For Supervisor: Ability to provide direction, instruction and counsel to subordinate		
		SUB TOTAL:		
III.	25%	Contract Administration and Management		
1		Complete and on time delivery of supplies, materials and equipment for Janitorial and Maintenance as specified under the Terms of Reference		
2		Complete deployment of qualified janitorial and maintenance personnel		
3		Complete and on time payment of salary to employees		
4		Complete and on time remittances of Pag-ibig, PhilHealth and SSS		
5		Comply with government existing policies regarding wages and other benefits (e.g 13th month pay, holiday pay, leave benefit)		
		SUB TOTAL:		
IV.	5%	Time Management		
1		Attendance and punctuality to duty		
		SUB TOTAL:		
V.	5%	Provision of Regular Progress Report		
		Ability to submit complete and timely reports		
	100%	SUB TOTAL:		

RATING SCALE

0 - NC* 1 - POOR 2 - FAIR 3 - GOOD 4 - VERY SATISFACTORY - EXCELLENT

* A score of zero "0" (non-compliance) on any item will automatically give a zero "0" percentage to the entire

TOTAL RATING:	
EQUIVALENT RATING:	

Performance Evaluation Metrics

Total Rating	Equivalent Rating
91-100%	Excellent
81-90%	Very Satisfactory
71-80%	Good
61-70%	Fair
0-60%	Poor

Prepared by:

Noted by:

Agency Representative, FAD

Agency Head

Note:

- 1 Please submit the accomplished Performance Evaluation Form to DOST Central Office ALS-GSS-GSD for consolidation.
- 2 A certificate of performance will be issued based on the result of the evaluation (see attached sample).
- 3 The service provider shall be rated on a quarterly basis.
- 4 To be considered in **good standing**, the service provider must have atleast Very satisfactory rating for the annual rating period.
- 5 A rating of poor for the 2 consecutive rating period may be used as basis to initiate proceedings for termination of contract

ANNEX A: PERFORMANCE EVALUATION FOR JANITORIAL SERVICES – SURVEY FORM

ANNEX "A"

Performance of Janitorial Service Provider for DOST CY: _____
SURVEY FORM

Name of Janitorial Service Provider: _____ DATE: _____
Period Covered: _____

Instruction Please rate the performance based on the following rating scale :

1 - Poor 2 - Fair 3 - Good 4 - Very Satisfactory 5 - Excellent

Quality of Services Delivered		1	2	3	4	5
Janitorial Staff:						
1	Serve politely, with respect, and well mannered					
2	Perform their assigned tasks effectively					
3	Perform good housekeeping of the assigned area within the Building					
4	Eagerness to do the assigned task and accomplished it on time					
5	Wear Proper Uniform/ID/PEP's at all times while inside the DOST premises					
6	Maintain cleanliness of DOST grounds including planting, landscaping, pruning activities etc.					
7	Always available and demonstrate willingness to perform tasks as instructed					

1 Are you satisfied with the performance of the above mentioned service provider in terms of providing service in your area? If NO, please explain why?

2 Comments and Suggestions

Name and Signature of Respondent _____

Office/Agency: _____

ANNEX B: BREAKDOWN OF BID PRICE FOR JANITORIAL & MAINTENANCE PERSONNEL

[shall be submitted with the Bid]

Instructions:

1. For PhilHealth Contribution the **3% premium rate** should still be used. However, applicable adjustments are allowed if there will be any increase during the implementation stage of the contract.
2. Adopt the **10% minimum profit margin** of DOLE.
3. The VAT rate is 12%.
4. Additional **Php 50.00** minimum wage per day for the Maintenance Personnel.
5. The total number of days in a year for the computation of daily rate is **313 days inclusive of holidays and special non-working holidays**.
6. The bidder shall provide the unit price, total price per item and the total amount

PROVISION OF JANITORIAL PERSONNEL

PARTICULARS	Unit Price
Financial Component	
Provision of Janitorial Personnel	
<i>Labor Cost</i>	
Minimum wage per day (NCR)	
Monthly Wage	
13th month pay	
5 days Incentive Leave Pay	
SUB TOTAL:	
<i>Employer Share</i>	
SSS Premium	
Philhealth Contribution	
Employees Compensation Commission	
Pag-ibig	
SUB TOTAL:	
TOTAL LABOR COST	
Profit Margin	
Total Estimated Rate per month exclusive of VAT	
VAT rate	
TOTAL ESTIMATED RATE OF JANITOR PER MONTH	
No. of Janitorial Personnel	5
No. of months	12
TOTAL COST for JANITORIAL	

PROVISION OF MAINTENANCE PERSONNEL

Financial Component	
Provision of Maintenance Personnel	
<i>Labor Cost</i>	
Minimum wage per day (NCR)	
Monthly Wage	
13th month pay	
5 days Incentive Leave Pay	
SUB TOTAL:	
<i>Employer Share</i>	
SSS Premium	
Philhealth Contribution	
Employees Compensation Commission	
Pag-ibig	
SUB TOTAL:	
TOTAL LABOR COST	
Profit Margin	
Total Estimated Rate per month exclusive of VAT	
VAT rate	
TOTAL ESTIMATED RATE OF Maintenance PER MONTH	
No. of Maintenance Personnel	1
No. of months	12
TOTAL COST OF MAINTENANCE	

GRAND TOTAL FOR JANITORIAL AND MAINTENANCE	
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Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (j) The Supplier’s audited financial statements, showing, among others, the Supplier’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; **and**
- ☐ (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (m) Original of duly signed and accomplished Financial Bid Form **including detailed computation (please refer to ANNEX B: BREAKDOWN OF BID PRICE FOR JANITORIAL & MAINTENANCE PERSONNEL); and**
- ☐ (n) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.