



Republic of the Philippines
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BIDS AND AWARDS COMMITTEE

PROCUREMENT OF JANITORIAL SERVICES FOR FY 2022 SUPPLEMENTAL BULLETIN NO. 1

The herein Supplemental Bulletin No. 1 is issued to inform all prospective bidders for the **Procurement of Janitorial Services for FY 2022** that the following are the amendments in the Bidding Documents as a result of the Pre-Bid Conference conducted on **October 18, 2021, 10:00 a.m.:**

- a) To clarify the answer of the BAC to strictly follow the Checklist of Technical and Financial Documents of the Bidding Documents, the following documents **must** be submitted, together with the Omnibus Sworn Statement:
1. Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or
 2. 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.

For further guidance, please check Sec. 25.3 of the 2016 Revised IRR of RA 9184 (Updated on September 2021).

- b) Based on the GPPB NPM No. 086-2013, the following are the required attachment of the Statement of On-going and Completed Contracts:
1. **For ongoing contracts:** The statement shall include, for each contract, the following information: (1) name of the contract; (2) date of the contract; (3) kinds of Goods; (4) amount of contract and value of outstanding contracts; (5) date of delivery; and (6) end user's acceptance or official receipt(s) issued for the contract, if completed.
 2. **For completed contracts:** The bidder should include the end-user's acceptance or official receipt(s) in its statement of on-going and completed contracts.

As such, the on-going and completed contracts, **additional documentary proof to support the statement thereof, such as contracts and notices to proceed, need not be attached.** However, the BAC may request for additional proof (e.g. copies of contracts and notices to proceed) during post-qualification in order to verify, validate and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated/Highest Rated Bid, using non-discretionary pass/fail criterion provided in the Bidding Documents.

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- c) For the administrative cost, the BAC follows GPPB NPM No. 089-2016 wherein imposition of minimum administrative fee on the total contract price is not in agreement with the provisions of Sec. 31 of RA 9184 and its IRR. Thus, there is no minimum administrative cost is required.
- d) Uniforms of janitorial personnel shall be provided by the bidder and is part of the Terms of Reference of Janitorial Services for FY 2022. Likewise, the size of garbage bag to be provided is "Medium."
- e) The prescribed format of the Certificate of Performance Evaluation must be strictly followed. Certificate of Performance Evaluation not following the prescribed format will not be considered and a ground for disqualification of the submitted bid.
- f) All prospective bidders are advised to conduct ocular inspection at the FPA Building. Kindly coordinate first the schedule of the visit to the BAC Secretariat by sending an e-mail to fpa.bac@gmail.com at least one (1) day prior the ocular inspection. Please be informed that the ocular inspection can be done from **Mondays to Fridays, 9:00 a.m. to 4:00 p.m.** only. Bidder who failed to secure a confirmed appointment will not be entertained.

Supplemental Bulletin No. 1 is issued and adopted as an amendment and made an integral part of the Bidding Documents pursuant to Solicitation No. ITB-2021-10-01.

Issued this 21st day of October, 2021 at the Quezon City, Philippines.


ROMIROSE B. PADIN
Chair, Bids and Awards Committee

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