



## SUPPLEMENTAL/BID BULLETIN NO. 1

### PROCUREMENT OF JANITORIAL SERVICES FOR CY 2024 (DOT-BAC IB NO. 2024-004)

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 19 March 2024 for the above-mentioned project.

#### I. Amendments to Bidding Documents

##### Under Section VII. Technical Specifications

From	TO
VI. EQUIPMENT, TOOLS, SUPPLIES AND MATERIALS E. Annual Supplies Garbage Hauler	VI. EQUIPMENT, TOOLS, SUPPLIES AND MATERIALS E. Annual Supplies Garbage Hauler Bin, with two (2) wheels, 70 ltrs.

#### II. On Clarifications of Bidders

PARTICULARS / QUERIES	CLARIFICATION
1. Do we need to attach supporting documents for the Statement of all its Ongoing Government and Private Contracts (Annex "A")?	1. There is no need to submit attachments for the Statement of all its Ongoing Government and Private Contracts (Annex A), however during Post-qualification, DOT reserves the right to validate, verify, and ascertain all statements made in the said Statement.  On the other hand, prospective bidders are required to attach the supporting documents required for the Single Largest and Completed Contracts (SLCC) (refer to Annex B of the Bidding Documents).
2. How much percentage is the administrative fee?  What rate will be used with regard to the administrative cost?	2. We will follow the guidelines provided in the DOLE Order No. 18-A s.2011 which requires an administrative fee of not less than ten percent (10%) of the total contract cost.
3. Clarification whether the computation for Philhealth/SSS/Pag-IBIG premium is already based on 2024 rates?	3. Yes-The computation for Philhealth/SSS/Pag-IBIG premium is already based on 2024 rates.
4. Clarification if overtime pay is included in the computation of the Approved Budget for the Contract.	4. Overtime pay is separate from the Approved Budget for the Contract.
5. For purposes of computing the bid price, a total of 314 days shall be the basis for this contract duration.	5. Yes-314 working days

**III. Additional Clarifications of Bidders**

<b>PARTICULARS / QUERIES</b>	<b>AMENDMENT/CLARIFICATION</b>
1. For on-Going Contract forms (Annex A), what do we put on the following column: -Project Cost -Nature of Work -Description	1. For on-Going Contract forms (Annex A), -Project Cost = Awarded Contract Price -Nature of Work= Janitorial Services/ Utility and Manpower Services -Description= Supplier/Contractor
2. For SLCC form (Annex B), what do we put on the following column: -Description	2. For SLCC form (Annex B): -Description= Supplier/Contractor
3. Clarify the meaning of "Must have relevant training" regarding qualifications for a supervisor and janitor?	3. Must have relevant training: - Any training/seminars participated/attended for supervisory functions - Any training/seminars participated/attended for a janitorial function

**IV. Others:**

1. In case of tie or when two (2) or more bidders are determined and declared as Lowest Calculated and Responsive Bid (LCRB), the DOT BAC shall follow the Guidelines on the use of Non-discretionary/Non-discriminatory Selection criteria as Tie-breaking Method issued by the GPPB thru Circular No. 06-2005.

This Supplemental/Bid Bulletin No.1 shall form part of the Bidding Documents

For the guidance and information of all concerned.

  
**ASEC. REYNALDO L. CHING**  
 BAC Chairperson

25 March 2024

