



BIDS AND AWARDS COMMITTEE
Bid Bulletin/Supplemental No. 1

Procurement of Janitorial and Human Resource Services
for the Philippine State College of Aeronautics for CY 2023
Reference No. PB2022-GS-12

This Supplemental Bid Bulletin No. 1 dated November 25, 2022 is being issued to clarify, modify or amend items in the Bidding Documents.

The following items in the Bidding Documents for the Procurement of Janitorial and Human Resource Services for the Philippine State College of Aeronautics for CY 2023 as discussed and agreed during the pre-bid conference held last November 17, 2022 are hereby revised/amended:

1. Invitation to Bid

from	to
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 1:20 PM on December 1, 2022 . Online or electronic submission of bids is not permitted. Late bids shall not be accepted.	7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 1:20 PM on December 5, 2022 . Online or electronic submission of bids is not permitted. Late bids shall not be accepted.
9. Bid opening shall be on December 1, 2022 at 1:30 PM at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity	9. Bid opening shall be on December 5, 2022 at 1:30 PM at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity

2. Section II. Instruction to Bidders

from	to
14.2 The Bid and bid security shall be valid until March 29, 2023 . Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive	14.2 The Bid and bid security shall be valid until April 2, 2023 . Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive

3. Section VI. Schedule of Requirements

From...

Item Number	Description	Approved Budget Cost for the Contract	Total	Delivered, Weeks/Months
1	Provision for Janitorial and Human Resource Services for CY 2023	PhP 12,500,000.00	39 personnel	(January 01, 2021 to December 31, 2021)



To...

Item Number	Description	Approved Budget Cost for the Contract	Total	Delivered, Weeks/Months
1	Provision for Janitorial and Human Resource Services for CY 2023	PhP 12,500,000.00	39 personnel (25 janitors, 1 supervisor, 13 skilled personnel)	(January 01, 2023 to December 31, 2023)

4. Section VII. Technical Specification

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20. The working period shall be six (6) days in a week as follows:

5am – 2pm

Mon to Fri	5:00 am – 2:00 pm 12:00nn – 9:00 pm	1 st Shift 2 nd Shift
Saturdays	7:00 am – 4:00 pm	Those who are in the 1 st shift schedule
Sundays	7:00 am – 4:00 pm	Those who are in the 2 nd shift schedule

SCOPE AND SERVICE FOR MANPOWER SERVICE

1. The Contractor shall provide Manpower Services capable of doing the following:

Description	No. of Personnel
Carpentry, masonry and painting works	6
Maintenance, installation, trouble shooting and repairs involving electrical system	6
Maintenance, installation, trouble shooting and repairs involving fans and air-conditioning units	
Drawing, design and illustration using computer aided drawing (CAD) and design technology in construction, renovation and repair of PhilSCA buildings, various offices and facilities	
Maintenance and repair of PhilSCA motor vehicles.	1
TOTAL	13

31. The CONTRACTOR shall be paid the first payment from submission of the documentary requirements such as, but not limited to the following:

20. The working period shall be six (6) days in a week as follows:

5am – 2pm

Mon to Fri	6:00 am – 3:00 pm 12:00nn – 9:00 pm	1 st Shift 2 nd Shift
Saturdays	7:00 am – 4:00 pm	Those who are in the 1 st shift schedule
Sundays	7:00 am – 4:00 pm	Those who are in the 2 nd shift schedule

SCOPE AND SERVICE FOR MANPOWER SERVICE

2. The Contractor shall provide Manpower Services capable of doing the following:

Description	No. of Personnel
Carpentry, masonry and painting works, plumbing works 3 carpenter 2 mason 1 plumber	6
Maintenance, installation, trouble shooting and repairs involving electrical system - 2 electrician	5
Maintenance, installation, trouble shooting and repairs involving fans and air-conditioning units 2 aircon technicians	
Drawing, design and illustration using computer aided drawing (CAD) and design technology in construction, renovation and repair of PhilSCA buildings, various offices and facilities - 1 CAD Operator	
Welding works -1 welder	1
Maintenance and repair of PhilSCA motor vehicles. -1 auto mechanic	1
TOTAL	13

31. The CONTRACTOR shall be paid the first payment from submission of the documentary requirements such as, but not limited to the following:



<p>31.1 Contractor's Bill/Statement of Account</p> <p>31.2 Record of Daily Attendance;</p> <p>31.3 Accomplishment Report;</p> <p>31.4 Delivery Receipt (for Supplies and Equipment);</p> <p>31.5 Request for Inspection;</p> <p>31.6 Certificate of Service Performance issued by the Chief, GSD and certified correct by Director for Administrative Services.</p> <p>31.7 Certificate of Acceptance (Supplies, Tools and Equipment) issued by GSD Chief and certified correct by the Dir. Of Administrative Services.</p> <p>31.8 Certification re: Tools and Equipment in good working condition issued by the Chief, GSD and certified correct by the Dir. Of Administrative Services.</p> <p>31.9 Inspection Committee Report (for Supplies and Equipment)</p> <p>31.10 Proof of remittance to concerned government agency and/or GOCC (BIR/SSS/Pag-ibig/Philhealth); and</p> <p>31.11 Letter of Introduction (LOI) (for new contractor)</p>	<p>31.1 Contractor's Bill/Statement of Account</p> <p>31.2 Record of Daily Attendance;</p> <p>31.3 Accomplishment Report;</p> <p>31.4 Delivery Receipt (for Supplies and Equipment);</p> <p>31.5 Request for Inspection;</p> <p>31.6 Certificate of Service Performance issued by the Chief, GSD and certified correct by Vice-President for Admin and Finance</p> <p>31.7 Certificate of Acceptance (Supplies, Tools and Equipment) issued by GSD Chief and certified correct by the Vice-President for Admin and Finance</p> <p>31.8 Certification re: Tools and Equipment in good working condition issued by the Chief, GSD and certified correct by the Vice-President for Admin and Finance</p> <p>31.9 Inspection Committee Report (for Supplies and Equipment)</p> <p>31.10 Proof of remittance to concerned government agency and/or GOCC (BIR/SSS/Pag-ibig/Philhealth); and</p> <p>31.11 Letter of Introduction (LOI) (for new contractor)</p>
<p>32. The CONTRACTOR shall be paid the subsequent monthly payment from submission of the documentary requirements such as, but not limited to the following:</p> <p>32.1 Contractor's Bill/Statement of Account;</p> <p>32.2 Record of Daily Attendance;</p> <p>32.3 Accomplishment Report;</p> <p>32.4 Delivery Receipt (for Supplies);</p> <p>32.5 Request for Inspection;</p> <p>32.6 Certificate of Service Performance issued by the Chief, GSD ad certified correct by Dir. Of Administrative Services.</p> <p>32.7 Certificate of Acceptance (Supplies) issued by GSD Chief and certified correct by the Dir. Of Administrative Services.</p> <p>32.8 Certification re: Tools and Equipment in good working condition issued by the Chief, GSD and certified correct by the Dir. Of Administrative Services.</p> <p>32.9 Inspection Committee Report (for Supplies and Equipment)</p>	<p>32. The CONTRACTOR shall be paid the subsequent monthly payment from submission of the documentary requirements such as, but not limited to the following:</p> <p>32.1 Contractor's Bill/Statement of Account;</p> <p>32.2 Record of Daily Attendance;</p> <p>32.3 Accomplishment Report;</p> <p>32.4 Delivery Receipt (for Supplies);</p> <p>32.5 Request for Inspection;</p> <p>32.6 Certificate of Service Performance issued by the Chief, GSD ad certified correct by Vice-President for Admin and Finance</p> <p>32.7 Certificate of Acceptance (Supplies) issued by GSD Chief and certified correct by the Vice-President for Admin and Finance</p> <p>32.8 Certification re: Tools and Equipment in good working condition issued by the Chief, GSD and certified correct by the Vice-President for Admin and Finance</p> <p>32.9 Inspection Committee Report (for Supplies and Equipment)</p>



32.10 Proof of remittance to concerned government agency and/or GOCC (BIR/SSS/Pag-ibig/Philhealth); and	32.10 Proof of remittance to concerned government agency and/or GOCC (BIR/SSS/Pag-ibig/Philhealth); and
	39. The winning bidder will absorb the existing janitors and skilled personnel based from their criteria/requirements for employment in PhilSCA.

5. Discussions during the pre-bid conference/additional information/reminders to the bidders:

- a. The BAC secretariat read the Terms of Reference and the items listed in the checklist and other requirements that must be submitted by the bidders. He also informed the bidders that the project will follow the Early Procurement Scheme where the Notice of Award will be issued once the GAA for FY 2023 is approved.
- b. Bidders are also required to submit documents to determine the following additional set of technical parameters as enumerated Appendix 23 (Appendix A) of the 2016 Revised IRR of RA 9184:

For Janitorial Services:

- A. Stability
 1. Years of Experience
 2. Liquidity of the Contractor
 3. Organizational Set-up
 - B. Resources
 1. No. and Kind of Equipment and Supplies
 2. No. of Janitors and Supervisors
 - C. Housekeeping Plan
 - D. Other Factors
 1. Recruitment and Selection Criteria
 2. Completeness of Uniforms and other Paraphernalia
- c. Bidders are instructed to submit their Housekeeping plan for the main campus, PhilCSA-Villamor, Pasay City, which will be a requirement during the opening of bids.
 - d. Bidders are also instructed to submit a Certification of no pending case from DOLE and NLRC.
 - e. It was reiterated that the distribution of personnel for the project is as follows:
25 janitors, 1 supervisor and 13 skilled workers = a total 39 personnel
 - f. It was also discussed that for PhilHealth, SSS and PAGIBIG contributions, the bidders are instructed to follow/use the 2023 rate.
 - g. Also, the BAC clarified that the list of On-going Projects must be supported with relevant documents such as NOA, Contract Agreement and NTP for government contracts, and contract agreement for private contracts
 - h. It was agreed that the number of years of the Bidders' year of experience is reduced to three (3) years.



6. Through this Bid Bulletin, bidders are hereby informed the following:

a. The submission and opening of bids will be on the following schedules:

Bidding activity	Schedule
Deadline for the submission of Bids <u>Manual submission only</u>	December 5, 2022 (Monday) at 1:20 pm PhilSCA Multi-Purpose Hall, 1 st Floor, Building-B, PhilSCA, Piccio Garden, Villamor, Pasay City
Opening of Bids	December 5, 2022 (Monday) at 1:30 pm PhilSCA Multi-Purpose Hall, 1 st Floor, Building-B, PhilSCA, Piccio Garden, Villamor, Pasay City


b. Bidders are not required to include the *flashdrive* inside their bid envelope, but requested to hand carried it during the opening of bids which will be used for presentation purposes.

c. **All bidders are instructed to follow DOLE D.O. No. 174, series of 2017 that the standard administrative fee should not be less than ten percent (10%) of the total contract cost.**

This Supplemental Bid Bulletin No. 1 shall form part of the Bid Documents. Any provision in the Bid Documents inconsistent herewith is hereby amended, modified, and superseded accordingly.

For the information and guidance of all concerned.

Issued this 25th day of November, 2022 in the City of Pasay.


(Sgd.) MR. DARBY P. ESPERANZATE
Chairman, Bids & Awards Committee