



**BIDS AND AWARDS COMMITTEE
SUPPLEMENTAL BID BULLETIN NO. 1**

**Supply of Janitorial Services for the Insurance Commission Office
and its Premises.**

This Supplemental Bid Bulletin No. 1 dated 21 July 2017 is being issued to clarify, modify, or amend items in the Bidding Documents.

The following Items in the Bidding Documents for the Supply of Janitorial Services for the Insurance Commission and its Premises dated 21 July 2017 are hereby revised/amended:

1. SECTION I. INVITATION TO BID

FROM	TO
1. The Insurance Commission through its Bids and Awards Committee (BAC) intends to apply the sum of FOUR MILLION NINE HUNDRED TWENTY THREE THOUSAND PESOS ONLY (PhP4,923,000.00, inclusive of 12% VAT , being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Janitorial Services and its Premises for the Insurance Commission. Bids received in excess of the ABC shall be automatically rejected at bid opening.	1. The Insurance Commission through its Bids and Awards Committee (BAC) intends to apply the sum of FOUR MILLION NINE HUNDRED TWENTY NINE THOUSAND PESOS ONLY (PhP4,929,000.00), inclusive of 12% VAT , being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Janitorial Services and its Premises for the Insurance Commission. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. SECTION III. BID DATA SHEET

FROM	TO
2. The Insurance Commission through its Bids and Awards Committee (BAC) intends to apply the sum of FOUR MILLION NINE HUNDRED TWENTY THREE THOUSAND	2. The Insurance Commission through its Bids and Awards Committee (BAC) intends to apply the sum of FOUR MILLION NINE HUNDRED TWENTY NINE THOUSAND PESOS

<p>PESOS ONLY (PhP4,923,000.00, inclusive of 12% VAT, being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Janitorial Services and its Premises for the Insurance Commission. Bids received in excess of the ABC shall be automatically rejected at bid opening.</p> <p>The name of the Project is: <i>Procurement of Janitorial Services for the Insurance Commission and its premises</i></p>	<p>ONLY (PhP4,929,000.00), inclusive of 12% VAT, being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Janitorial Services and its Premises for the Insurance Commission. Bids received in excess of the ABC shall be automatically rejected at bid opening.</p> <p>The name of the Project is: <i>Procurement of Janitorial Services for the Insurance Commission and its premises</i></p>
<p>13.2 The ABC is FOUR MILLION NINE HUNDRED TWENTY THREE THOUSAND PESOS ONLY (PhP4,923,000.00) INCLUSIVE OF 12% VAT. Any bid with a financial component exceeding this amount shall not be accepted.</p>	<p>13.2 The ABC is FOUR MILLION NINE HUNDRED TWENTY NINE THOUSAND PESOS ONLY (PhP4,929,000.00), inclusive of 12% VAT. Any bid with a financial component exceeding this amount shall not be accepted.</p>
<p>18.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> 1. The amount of not less than Forty <i>Ninety-Eight Thousand Four Hundred Sixty Pesos only (PhP98,460.00)</i> [Insert 2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than Two Hundred <i>Forty-Six Thousand One Hundred Fifty Pesos only (PhP246,150.00)</i> [Insert 5% of ABC] if bid security is in Surety Bond. 	<p>18.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> 1. The amount of not less than Forty <i>Ninety-Eight Thousand Five Hundred Eighty Pesos only (PhP98,580.00)</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than Two Hundred <i>Forty-Six Thousand Four Hundred Fifty Pesos only (PhP246,450.00)</i> if bid security is in Surety Bond.

3. SECTION V. SPECIAL CONDITIONS OF CONTRACT

FROM	TO
GCC Clause	GCC Clause
1.1(j) The Funding Source is	1.1(j) The Funding Source is

The Government of the Philippines (GOP) through IC's Special Fund 151 in the amount of :	The Government of the Philippines (GOP) through IC's Special Fund 151 in the amount of :
FOUR MILLION NINE HUNDRED TWENTY THREE THOUSAND PESOS ONLY (PhP4,923,000.00)	FOUR MILLION NINE HUNDRED TWENTY NINE THOUSAND PESOS ONLY (PhP4,929,000.00), inclusive of 12% VAT.

4. SECTION VIII. BIDDING FORMS

A. IC Form No. 1

FROM:

Bid Form

Date: _____
 Invitation to Bid No: _____

To: The BAC Chairperson
 Insurance Commission
 G/F IC Bldg., 1071 United Nations Avenue
 Ermita, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of Goods]* in conformity with the said Bidding Documents for the sum of _____ *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB Clause Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause **Error! Reference source not found.** of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

TO:

Bid Form

Date: _____
Invitation to Bid¹ N°: _____

To: The BAC Chairperson
Insurance Commission
G/F IC Bldg., 1071 United Nations Avenue
Ermita, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for ITB Clause **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

¹ If ADB, JICA and WB funded projects, use IFB.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause **Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature] _____
[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

² Applicable only if the Funding Source is the ADB, JICA or WB.

B. IC Form No. 1-A

FROM:

COST DISTRIBUTION

Daily Minimum Wage	P	481.00
COLA	P	10.00
Days worked per week		6 days
No. of days per year		313

A. Amount due per Janitor

Basic Salary	:(DW x No. of days/yr.)/12 months	=	P	12,546.08
5 days Leave	: DW x 5 days/12	=		200.42
13th Month Pay	: DW x 313/12/12	=		1,045.51
COLA	: COLA x 313/12	=		260.83
EC		=		10.00
SSS		=		957.70
PhilHealth		=		150.00
PAG-IBIG		=		100.00
Cost per Janitor			P	15,270.54
Multiplied by No. of Janitor				20

P 305,410.81

B. Agency Fee

P 30,541.08

C. Supplies Provision* (Average Monthly Cost of Supplies)

P 30,307.45

D. 12% VAT = [(A + B + C) 12%]

P 43,951.12

Total Cost of Janitorial Service per Month

P 410,210.46

Multiplied by Number of Months

12

Total Cost of Janitorial Service for One Year

P 4,922,525.48

Note:

* Please fill out Cost Distribution (SUPPLIES PROVISION)

TO:

COST DISTRIBUTION

Daily Minimum Wage	P	481.00
COLA	P	10.00
Days worked per week		6 days
No. of days per year		313

A. Amount due per Janitor

Basic Salary	:(DW x No. of days/yr.)/12 months	=	P	12,546.08
5 days Leave	:(DW+COLA) x 5 days/12	=		204.58
13th Month Pay	: DW x 313/12/12	=		1,045.51
COLA	: COLA x 313/12	=		260.83
EC		=		10.00
SSS		=		957.70
PhilHealth		=		150.00
PAG-IBIG		=		100.00
Cost per Janitor			P	15,274.71
Multiplied by No. of Janitor				20

P 305,494.14

B. Agency Fee

P 30,549.41

C. Supplies Provision* (Average Monthly Cost of Supplies)

D. 12% VAT = [(A + B + C) 12%]

Total Cost of Janitorial Service per Month

Multiplied by Number of Months

12

Total Cost of Janitorial Service for One Year

P

Note:

* Please fill out Cost Distribution (SUPPLIES PROVISION)

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

For the information and guidance of all concerned.

Issued this 21 July 2017 in the City of Manila.


EDWIN CORNELIUS A. LAUZ
Chairman, Bids and Awards Committee