



PROJECT : PROCUREMENT OF JANITORIAL SERVICES

LOCATION: DOST Compound, Gen. Santos Ave., Bicutan, Taguig City

OWNER : Industrial Technology Development Institute (ITDI)

SUBJECT : BID BULLETIN NO. 1

Date : March 26, 2018

This Bid Bulletin No. 1 is being issued to Bidders for their information and guidance in the preparation of their bids and shall be taken into consideration in their proposal. This bid bulletin will form part of the contract for this project.

1. Governing Rules:

Bidding and contract award for the above project shall be governed by the Revised Implementing Rules and Regulations of RA 9184 and the Philippine Bidding Documents (PBD), Fifth Edition, October 2016. Any discrepancy between the General Conditions and RA 9184, R.A 9184 shall prevail.

2. Marking and Sealing of Bids

- a. Contents of sealed envelope marked "**ORIGINAL BID**"
Sealed Envelope 1 marked "**Original – Eligibility & Technical Proposal**"
Sealed Envelope 2 marked "**Original – Financial Proposal**"
- b. Contents of sealed envelope marked "**COPY NO. 1**"
Sealed Envelope 1 marked "**Copy No. 1 – Eligibility & Technical Proposal**"
Sealed Envelope 2 marked "**Copy No. 1 – Financial Proposal**"
- c. The sealed outer envelopes marked "**ORIGINAL BID**" and "**COPY NO. 1**" shall be enclosed in **one single envelope/package**.
- d. All envelopes shall contain the following:

PROJECT: (NAME OF THE PROJECT)

(NAME AND ADDRESS OF BIDDER IN CAPITAL LETTER)

TO: THE INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE (ITDI)

DR. DIANA L. IGNACIO
ITDI-BAC CHAIRPERSON
Metrology Building, DOST Compound
Bicutan, Taguig City
"DO NOT OPEN BEFORE: (Stipulated Date and Time of Opening)"

3. Items to be considered in the preparation of Bid

3.1 Bid Proposal shall be in Philippine currency.

3.2 The bid shall be signed on each and every page by the duly authorized signatory of the bidder. Items with erasures on the bid should bear the initials of the authorized signatory.

3.3 Bidders shall submit a Bid Securing Declaration OR at least one (1) other Bid Security, the amount of which shall not be less than the required percentage of the ABC in accordance with the following schedule:

Forms of bid Security	Amount of Bid Security (Not less than to Percentage of the ABC)
a) Cash or Cashier's/manager's check issued by a Universal or Commercial Bank	Two percent (2%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Five percent (5%)

3.4 Bid bonds should be posted in favor of Industrial Technology Development Institute. If other than GSIS, the bid bond should be accompanied with certificate of accreditation from the Insurance Commission. Bid bonds should be submitted with original receipts of payments. Bid security shall be Callable on Demand with a validity period of 120 calendar days.

3.5 To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post performance security taken from the categories below the amount of which shall not be less than the percentage of the total contract price in accordance with the following schedule:

Forms of Performance Security	Amount of Performance Security (Not be less than the Percentage of the Total Contract Price)
a) Cash or Cashier's/manager's check issued by a Universal or Commercial Bank	Goods and Consulting Services - Five Percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty percent (30%)

Our Business is Industry

Membership:

- General Conference on Weights and Measures (CGPM)
- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)

4. Submission of Bids – April 3, 2018, between 1:00 P.M. – 1:30 P.M.

Late bids shall not be accepted

5. Opening of Bids – April 3, 2018, 1:45 P.M.

6. Questions/clarifications not raised during Pre-bid conference

- 6.1 Questions/clarifications should be made in writing, addressed to the BAC Chair.
- 6.2 In the written query, company name and the project name should be indicated.
- 6.3 Additional bid bulletin, if any, will be issued regarding the matter.

7. Minutes of the Meeting is available upon request

8. COST CONTRIBUTION

Please see attached.

Issued by:


DR. DIANA L. IGNACIO
Chairperson, ITDI-BAC

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COST DISTRIBUTION

Daily Minimum Wage	Php	502.00
COLA		10.00
Days Worked per Week		6 days (8 hrs)
No. of Days per Year	Including Regular Holidays	310

A. Amount Due per Janitor

Basic Salary	:	(DW x No. of Days/Year) / 12 Months	=	12,968.33
5 Days Leave	:	DW x 5 Days / 12	=	213.33
13th Month Pay	:	DW x 310 / 12 / 12	=	1,080.69
COLA	:	COLA x 310 / 12	=	258.33
E.C.C.	:		=	10.00
SSS	:		=	957.70
PhilHealth	:		=	171.41
PAG-IBIG	:		=	100.00

COST PER JANITOR	Php	15,759.80
Multiplied by No. of Janitors		12

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

C. Agency Fee**

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

Total Cost of Janitorial Service per Month

Multiplied by Number of Months	12
Sub-Total	
12-Month Contract	12

Total Cost of Janitorial Service for One Year	Php	vvvvvvvvvvvvvvvv
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**DOLE Department Order No. 18-A Series of 2011, Section 9 (b)(ii)

b. Service Agreement between the principal and the contractor. The Service Agreement shall include the following:

xxx

ii. The place of work and terms and conditions governing the contracting arrangement, to include the agreed amount of the services to be rendered, the standard administrative fee of not less than **ten percent (10%)** of the total contract cost.