

BID BULLETIN NO. 1

PROCUREMENT OF ONE (1) YEAR GENERAL SERVICES FOR THE NATIONAL DEVELOPMENT COMPANY

PROJECT REFERENCE NO.: MR24-09-125

Please be advised of the following queries and clarifications raised during the Pre-Bid Conference held on November 6, 2024:

CLARIFICATIONS	AMENDMENTS/ ANSWERS
The prospective bidder clarifies if NDC requires the same title for the similar project because they usually “janitorial or housekeeping services” are the project title indicated on their contract.	The NDC BAC explained that as long as the same scope of work even if the contract is not similar in title it will be accepted.
The prospective bidder wants to clarify also if NDC requires the submission of supporting documents of all ongoing government and private contract.	The prospective bidders must submit the list of all ongoing private and government projects using the prescribed form attached to the bidding documents. Submission of supporting documents is not necessary. However, the supporting documents must be presented during post qualification.
For the Single Largest Completed Contract	<p>The bidder shall attach a certified true copy of the Certificate of Completion issued by the client or Official Receipt(s) for SLCC.</p> <p><i>“In Section II Bid Data Sheet ITB Clause 10.2 of the Bidding Documents states that:</i></p> <p><i>Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, within the past five (5) years prior to the date of submission and receipt of bids, the value of which must be equivalent to at least fifty percent (50%) of the ABC.</i></p> <p><i>The Bidder shall attach certified</i></p>

	<p><i>true copy of Certificate of Satisfactory Completion issued by the client or Certified True Copy of the Official Receipt for the SLCC listed in the Statement of SLCC or any equivalent documents for private contracts."</i></p>
<p>The prospective bidder asked on the submission of the soft copy for the detailed financial bid if NDC shall require a password protected copy.</p>	<p>Bidders must provide a soft copy of the Detailed Financial Bid in Microsoft Excel format showing the formula used in the computation of the costs. Password protected copy must require for security purposes, the BAC will be asked the prospective bidders in the opening of their financial bids.</p>
<p>The prospective bidder clarifies on the submission of the post qualification requirements specifically on the issuance latest clearances for the ECC since it is covered on the SSS.</p> <p><i>Section II ITB Clause 20.2.C. Additional documents to be submitted during the site inspection:</i></p> <ul style="list-style-type: none"> - Latest Clearances from the following agencies: <ol style="list-style-type: none"> 1. Social Security System 2. State Insurance / ECC <ol style="list-style-type: none"> a. PhilHealth b. HDMF 	<p>ECC clearance is no longer needed because it has been incorporated into the Social Security System.</p> <p><i>Section II Bid Data Sheet ITB Clause 20.2.C. Additional documents to be submitted during the site inspection:</i></p> <ul style="list-style-type: none"> - Latest Clearances from the following agencies: <ol style="list-style-type: none"> 1. Social Security System 2. State Insurance <ol style="list-style-type: none"> a. PhilHealth b. HDMF
<p>The prospective bidder seeks clarification on the costing of supplies, the bidder offered a zero or do the bidder indicate a proper amount on costing of supplies. If the prospective offered a zero it will be a ground for disqualification.</p> <p>Amendment of the Detailed Financial Bid form.</p>	<p>BAC clarifies that the prospective bidder offered a zero it will be NOT a ground for disqualification unless the prospective bidder leaves it a blank space shall be considered as non-responsive.</p> <p><i>Specifying a zero (0) or a dash (-) in the financial bid would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for (ITB 19.2).</i></p> <p>Please see the attachment "A" for the amended Detailed Financial Bid Form</p>

Reminders:

- Bidders must also provide a soft copy of the Detailed Financial Bid in **Microsoft Excel** format showing the formula used in the computation of the costs. The **USB** containing the soft copy of the detailed financial bid should be enclosed in the financial envelope.
- Deadline of submission of bid will be on November 18, 2024 at 1:00 pm (7th floor NDC clock) on the 7th floor NDC Building. **Late bids will not be accepted.**
- The Opening of Bids shall be on November 18, 2024 2:00 p.m. at the ABB Hall, NDC Building.
- Complete eligibility documents shall bear tabs identifying/separating each of the required eligibility, technical and financial documents.

For further inquiries, you may coordinate with our Bids and Awards Committee Secretariat at 8840-4838 loc. 224.

This **BID BULLETIN No. 1** is issued this 11th day of November 2024 for guidance and information of all concerned.



AGM LEOPOLDO JOHN F. ACOT
Vice Chairperson
Bids and Awards Committee

Attachment "A"

**Detailed Financial Bid Form for the Procurement of one (1) year General Services for the
National Development Company (NDC)**

Particulars	Overall Lead Personnel	Janitors	Pantry Staff	Filing Clerk	Telephone Operator	Messenger		Electro-Mechanical Technician	Total
	(1)					(5)	(3)		
Minimum Daily Wage	750.00	645.00	645.00	645.00	645.00	645.00	645.00	645.00	
No. of Applicable Workdays/Year	313	313	261	261	261	261	261	313	
No. of Hours of Daily Duty	8	8	8	8	8	8	8	8	
A. Amount Payable to the									
Personnel/Month									
Monthly Average Pay									
13th Month Pay									
5-Day Incentive Leave									
Uniform Allowance									
COLA									
Others (pls. enumerate)									
Subtotal									
No. of Pax	1	5	3	2	1	1	2	1	17

TOTAL : PESOS _____ . (Php _____)

(AMOUNT IN WORDS)

Submitted by:

(Company Name)

(Name and Signature of Bidder / Authorized Representative)

(Designation)