

BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 3

04 February 2025

**PROCUREMENT OF JANITORIAL SERVICES FOR THE PHILIPPINE
STATISTICS AUTHORITY (PSA) CENTRAL OFFICE
UNDER P.B. NO. 2025-01**

This Bid Bulletin No. 3 modifies the respective portions of the Bidding Documents issued on 20 January 2025.

The changes to the Bidding Documents, as indicated in the succeeding pages, are being issued in compliance with Section 22.5 of the Revised 2016 Implementing Rules and Regulations of RA 9184. Under this section, the procuring entity is directed to issue an amendment at least seven (7) days before the deadline for submission of the bid.

Except as expressly amended by this Bid Bulletin, all other terms and conditions of the Bidding Documents issued on 20 January 2025 shall remain unchanged and shall remain in full force and effect in accordance with their terms.

For guidance and information of all concerned.



MINERVA ELOISA P. ESQUIVIAS
Chairperson
Bids and Awards Committee

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Bid Bulletin
(As of 04 February 2025)

BB#	Reference (as Posted)	Amendments/Revision
BB3-1	Annex A – Terms of Reference	<p>Additional Requirements:</p> <p>7.0 Organizational Set-Up</p> <ul style="list-style-type: none"> a. The Service Provider must be duly licensed and registered service provider with the Department of Labor and Employment (DOLE). b. The Service Provider must be duly registered with the following: <ul style="list-style-type: none"> i. Securities and Exchange Commission (SEC); ii. Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA); iii. Social Security System (SSS) iv. Home Development Mutual Fund (PAGIBIG) v. Philippine Health Insurance Corporation (PHILHEALTH); and vi. Bureau of Internal Revenue (BIR). c. The Interested Bidder/Service Provider must be an ISO 9001:2015 (Quality Management System) Certified.

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**PROCUREMENT OF JANITORIAL SERVICES FOR THE PHILIPPINE
STATISTICS AUTHORITY (PSA) CENTRAL OFFICE
UNDER P.B. NO. 2025-01**

**Question and Answer
(As of 04 February 2025)**

Q&A Item No.	BIDDER/S	QUERIES / CLARIFICATION	RESPONSE OF THE BAC-TWG
Q&A 3-1	STARCOM MANPOWER & ALLIED SERVICES, INC.	With regard of the computation of Cost Breakdown, we would like to clarify what factor of days / no. of days we will use?	The computation of the Cost Breakdown should be based on the contract duration which is for ten (10) months (01 March to 31 December 2025)
Q&A 3-2	EPITOME SERVICES, INC.	For ongoing contracts and SLCC, should there be an attachment or just the statement (table/matrix)	For the ongoing contracts, we only require the Statement of All Ongoing Contracts. For the SLCC, the following certified true copy of documents should be attached: 1. End-user's Acceptance 2. Sales Invoice 3. Collection Receipt/Official Receipt You may also submit Notice of Award, Contract, and Notice to Proceed as supporting documents.
Q&A 3-3	EPITOME SERVICES, INC.	During the opening of bids, do you require us to submit a Certificate of Clearances from SSS, PhilHealth, and Pag-IBIG?	Per Bid Data Sheet, these certificates of clearances are required during post-qualification stage only and are not required to be submitted during bid opening.
Q&A 3-4	EPITOME SERVICES, INC.	Do you allow zero costing for supplies and equipment?	As long as the provision of supplies and equipment is fully complied with in accordance with the requirements specified in the Bidding Documents, the bid proposal will be considered responsive.
Q&A 3-5	EPITOME SERVICES, INC.	In computing the Administrative Expenses, can we use the GPPB which does not have a ceiling or DOLE which is 10%?	The computation of Administrative Expenses should follow the Government Procurement Policy Board (GPPB) guidelines, as per the

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			relevant circular issued by the GPPB. There is no requirement for a minimum (percentage) for administrative fee as a component of the total contract cost. Prospective bidders, however, are reminded to strictly comply with all the relevant labor rules and regulation.
Q&A 3-6	EPITOME SERVICES, INC.	Does the ABC already include the new rates for SSS?	The updated SSS rates are considered and included in the computation of the ABC.

SMC