



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 Agham Road, Diliman, Quezon City, 1104

SUPPLEMENTAL/ BID BULLETIN NO. 1
PUBLIC BIDDING OF ONE (1) YEAR JANITORIAL, MAINTENANCE AND
OTHER SERVICES REQUIREMENT (INCLUDING SUPPLIES AND
MATERIALS) FOR THE OFFICE OF THE OMBUDSMAN
17 April 2023

AMENDMENTS/CLARIFICATIONS TO THE BIDDING DOCUMENTS

1. The Bids and Awards Committee-Main hereby issues amendments/modifications/clarifications to the Original Bidding Documents particularly to the following matters:
 - a. Pages 8 and 9 – Invitation to Bid, Item nos. 10 and 13 (re: Time of Opening of Bids);
 - b. Page 19 – Bid Data Sheet, Sec. 21.1 (re: Warranty Security);
 - c. Page 25 – Special Conditions of the Contract (re: Table of summary and detailed computation of the labor costs by type of worker);
 - d. Page 32: Section VII. Technical Specifications: Ombudsman Bid Form No. 1 – Technical Specification with Bidder’s Statement of Compliance (re: time of 2nd shift for Electricians);
 - e. Page 46: Section VII, Technical Specifications: Ombudsman Bid Form No. 1 – Technical Specification with Bidder’s Statement of Compliance (Clarification re: Pictures of the supplies and materials as reference);
 - f. Page 53 – Annex to Ombudsman Bid Form Number 2 (Financial Proposal) - Annex “A-2” Detailed Cost Breakdown of Annual Contract Rate (For Electricians [3 shifts]) re: Administrative Costs in the Form;
 - g. Page 59 – Annex “A-8” Detailed Cost Breakdown of Annual Contract Rate (For Drivers – Bus, Coasters, & SUVs/APVs/MPVs) (re: Number of Ordinary days per year, Regular Holidays and Special Non-working Days);
 - h. Page 63 – Annex “A-10” Detailed Cost of Supplies and Janitorial Materials (Re: Pictures of the supplies and materials as reference);
 - i. Pages 69-72 – Annex “D” Office Requirement for the Delivery of Janitorial Supplies and Materials;
 - j. Pages 73-76 – Annex “E” Stock Position Sheet of Janitorial Supplies and Materials; and,
 - k. Page 79 – Checklist of Technical and Financial Documents [re: Submission of Audited Financial Statement (AFS), electronically received by the BIR].

2. All prospective bidders are informed of these amendments/modifications, as follows:

Particulars	ORIGINAL SPECIFICATION (see ORIGINAL BIDDING DOCUMENTS)	BE AMENDED/ MODIFIED TO: (see AMENDED BIDDING DOCUMENTS)
Page 8 and 9: Invitation to Bid, Item Nos. 10 and 13.	x x x 10. Bid opening shall be on April 26,	x x x 10. Bid opening shall be on April 26,

2023 (Wednesday) at 1:30 p.m. through video conferencing using MS Teams application (face-to-face for the BAC Secretariat Main). The Meeting Link and Passcode to the video conference will be sent to the participants at least one (1) day before the event through email. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

x x x

13. Please refer to the table below for the cost of the bidding documents and summary of bidding activities:

x x x	
OPENING OF BIDS	April 26, 2023 (Wednesday) at 10:00 a.m. - Video Conferencing via MS Teams application - Prospective bidders should signify their intention to participate by sending an email to the BAC Secretariat-Main and Meeting Link and Passcode will be provided at least one (1) day before the event.

x x x

2023 (Wednesday) at ~~1:30 p.m.~~ **10:00 a.m.** through video conferencing using MS Teams application (face-to-face for the BAC Secretariat Main). The Meeting Link and Passcode to the video conference will be sent to the participants at least one (1) day before the event through email. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

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x x x

Explanatory note:

This serves as Notice to all prospective bidders that the Opening of Bids shall be on April 26, 2023 (Wednesday) at 10:00 a.m.

Page 19: Bid Data Sheet, Section 20.2

Post-qualification documents:

- (i) SEC/DTI Registration;
- (ii) Valid & Current Mayor's Permit/ Municipal Licenses–Year 2023;
- (iii) Valid Tax Clearance per Executive Order 398, Series of 2005;
- (iv) Certificate of VAT Registration;
- (v) Certificate of PhilGEPS Registration;
- (vi) Any proof of enrollment in the Electronic Filing and Payments System (EFPS);
- (vii) Latest income and business tax returns;
- (viii) Latest General Information Sheet (for corporation);
- (ix) Company Profile and List of Clients;

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- (vii) Latest income and business tax returns;
- (viii) Latest General Information Sheet (for corporation);
- (ix) Company Profile and List of Clients;

	<p>Additional Post-qualification documents:</p> <p>(x) Proof of latest remittance to SSS, PhilHealth and Pag-IBIG;</p> <p>(xi) Certification of no adverse decision rendered by DOLE and NLRC in the last 5 years;</p> <p>(xii) Certified true copy of tax remittances from BIR Alpha listing as of December 2021;</p> <p>(xiii) All supplies and materials to be delivered that are required to be regulated must be approved/certified by concerned government agencies;</p> <p>(xiv) Submission of a list of brands of the items offered and to be utilized during the duration of the contract; and, (see Annex “C”)</p> <p>(xv) An undertaking that the tools and equipment shown and approved during post qualification will be the ones used by the Service Provider’s personnel during the duration of the contract. (see Annex “C”)</p>	<p>Additional Post-qualification documents:</p> <p>(x) Proof of latest remittance to SSS, PhilHealth and Pag-IBIG; SSS <u>Clearance Certificate of Compliance for Bidding and Accreditation</u></p> <p>Purposes;</p> <p>(xi) Certification of no adverse decision rendered by DOLE and NLRC in the last 5 years; <u>Philhealth Certificate of Compliance;</u></p> <p>(xii) Certified true copy of tax remittances from BIR Alpha listing as of December 2021; <u>PagIBIG Certificate of Compliance;</u></p> <p>(xiii) All supplies and materials to be delivered that are required to be regulated must be approved/certified by concerned government agencies;</p> <p>(xiv) Submission of a list of brands of the items offered and to be utilized during the duration of the contract; and, (see Annex “C”)</p> <p>(xv) An undertaking that the tools and equipment shown and approved during post qualification will be the ones used by the Service Provider’s personnel during the duration of the contract. (see Annex “C”)</p> <p>(xiii) Bidder’s Sworn Affidavit:</p> <p>a) <u>That all supplies and materials to be delivered that are required to be regulated must be approved/certified by the Food and Drug Administration (FDA) or other concerned agencies;</u></p> <p>b) <u>That the cited brands/labels for the supplies and materials will be the same brands/labels to be delivered and used at the Office of the Ombudsman during the duration of the contract. (see Annex “C”)</u></p> <p>c) <u>An undertaking that the tools and equipment shown and approved during post qualification will be the one used by the Service Provider’s personnel during the duration of the contract. (see Annex “C”)</u></p>
<p>Page 19: Bid Data Sheet, Section 21.1</p>	<p>Warranty Security – The obligation for the warranty shall be covered by, at the supplier’s option, either retention money in an amount equivalent to one percent (1%) of every progress payment, or a special bank guarantee equivalent to one</p>	<p>Warranty Security – The obligation for the warranty for the supplies shall be covered by, at the supplier’s option, either retention money in an amount equivalent to one percent (1%) of every progress payment, or a special bank guarantee</p>

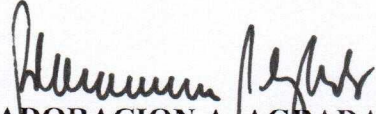
	<p>percent (1%) of the total Contract Price, to be released after one (1) year from acceptance.</p>	<p>equivalent to one percent (1%) of the total Contract Price, to be released after one (1) year three (3) months from acceptance.</p> <p><u>Explanatory note:</u> The Warranty Security shall be limited to supplies only.</p>				
<p>Page 25: Special Conditions of the Contract</p>	<p>Terms and Condition of the Contract: x x x The SUPPLIER/SERVICE PROVIDER shall provide the PROCURING ENTITY with a complement of one hundred twenty-eight (128) personnel who are healthy, professionally trained and carefully selected, and processing adequate Police and NBI Clearances, Medical and Health Certificates and applicable TESDA Certificates for skilled personnel comprising of the following summary and detailed computation of the labor costs by type of worker:</p> <p>(Table of summary and detailed computation of the labor costs by type of worker:)</p>	<p>Terms and Condition of the Contract: x x x The SUPPLIER/SERVICE PROVIDER shall provide the PROCURING ENTITY with a complement of one hundred twenty-eight (128) personnel who are healthy, professionally trained and carefully selected, and processing adequate Police and NBI Clearances, Medical and Health Certificates and applicable TESDA Certificates for skilled personnel. comprising of the following summary and detailed computation of the labor costs by type of worker:</p> <p><u>Explanatory note:</u> The table of summary and detailed computation of the labor costs by type of worker is <u>DELETED</u> from the Bidding Documents.</p>				
<p>Page 32: Section VII, Technical Specifications: Ombudsman Bid Form No. 1 – Technical Specification with Bidder’s Statement of Compliance</p>	<p>Item No. 1 – Provision of One Hundred Twenty-Eight (128) Janitorial and Other Personnel such as: x x x Electricians are required to report in the Office of the Ombudsman, Quezon City for eight (8) hours a day and six (6) days a week, Monday to Saturday, and on the following shifts:</p> <p>1st shift: 12 AM to 8 AM 2nd shift: 8 AM to 4 PM 3rd shift: 4 PM to 12 AM</p> <p>x x x</p>	<p>Item No. 1 – Provision of One Hundred Twenty-Eight (128) Janitorial and Other Personnel such as: x x x Electricians are required to report in the Office of the Ombudsman, Quezon City for eight (8) hours a day and six (6) days a week, Monday to Saturday, and on the following shifts:</p> <p>1st shift: 12 AM to 8 AM 2nd shift: 8 AM to 4 PM 5 PM 3rd shift: 4 PM to 12 AM\</p> <p>x x x</p>				
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	<p>the Office of the Ombudsman during the duration of the contract.</p> <p>Attached are the pictures of the supplies and materials as reference.</p>		<p>the Office of the Ombudsman during the duration of the contract.</p> <p><u>Attached are the pictures of the supplies and materials as reference.</u></p>																	
<p>Page 53: Annex to Ombudsman Bid Form No. 2 (Financial Proposal) - Annex "A-2" Detailed Cost Breakdown of Annual Contract Rate (For Electricians [3 shifts])</p>	<p>x x x</p> <p>C. Administrative Costs (Contractor's Fee) 15% of A. and B.)</p> <p>x x x</p>		<p>x x x</p> <p>C. Administrative Costs (Contractor's Fee) _____ of A. and B.)</p> <p>x x x</p>	<p><u>Explanatory note:</u> Pictures of the supplies and materials as reference, shall be attached in Ombudsman Bid Form No. 1 (Technical Proposal) and NOT in Ombudsman Bid Form No. 2 (Financial Proposal) – Annex "A-10."</p>																
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Pages 69-72 – Annex “D” Office Requirement for the Delivery of Janitorial Supplies and Materials	Annex “D” OFFICE REQUIREMENT FOR THE DELIVERY OF JANITORIAL SUPPLIES AND MATERIALS	Annex “D” OFFICE REQUIREMENT FOR THE DELIVERY OF JANITORIAL SUPPLIES AND MATERIALS <u>Explanatory note:</u> Annex “D” is <u>DELETED</u> in the Bidding Documents. These forms shall be used during the implementation of the Contract.
Pages 73-76 – Annex “E” Stock Position Sheet of Janitorial Supplies and Materials	Annex “E” STOCK POSITION SHEET OF JANITORIAL SUPPLIES AND MATERIALS	Annex “E” STOCK POSITION SHEET OF JANITORIAL SUPPLIES AND MATERIALS <u>Explanatory note:</u> Annex “E” is <u>DELETED</u> in the Bidding Documents. These forms shall be used during the implementation of the Contract.
Page 79. Section VIII. Checklist of Technical and Financial Documents	Section VIII. Checklist of Technical and Financial Documents x x x <u>Financial Documents</u> <input type="checkbox"/> BIDDER’S AUDITED FINANCIAL STATEMENT (AFS), showing, among others, the Bidder’s total and current assets and liabilities, stamped “RECEIVED” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission ² ; <u>AND</u> x x x	Section VIII. Checklist of Technical and Financial Documents x x x <u>Financial Documents</u> <input type="checkbox"/> BIDDER’S AUDITED FINANCIAL STATEMENT (AFS), showing, among others, the Bidder’s total and current assets and liabilities, stamped “RECEIVED” by the BIR <u>or electronically received by the BIR AFS e-submission as shown by the proof of confirmation receipt from the BIR</u> or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission ² ; <u>AND</u> x x x

3. Bidders are reminded to **use and refer to** the AMENDED BIDDING DOCUMENTS, including all the Forms therein, which is attached in this Supplemental/Bid Bulletin.
4. For further inquiries, you may coordinate with the Bids and Awards Committee Secretariat-Main at email address **ombbacsecmain@gmail.com** and/or **bac@ombudsman.gov.ph** and/or Tel No. 8479-7300 local 2206.

Please be guided accordingly.


ADORACION A. AGBADA
 Assistant Ombudsman, OMB-Luzon
 Chairperson, Bids and Awards Committee-Main