



## SUPPLEMENTAL/BID BULLETIN NO.1

This Supplemental/Bid Bulletin is issued to modify, amend or clarify items in the Bidding Documents for the project: Contracting the Janitorial Services for the Clark International Airport Corporation (CIAC). This shall form an integral part of the bidding documents for the above-mentioned project.

- I. Below are the queries raised by the prospective bidders during the Pre-Bid Conference held on 23 November 2020 and conducted thru video conferencing via Zoom Application, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members:

Item	Queries\Clarifications	Remarks/Instructions
1.	<p>Queries/clarifications from Ms. Christine Gonzales of Omniworx, Inc.</p> <p>Regarding the PhilHealth Contribution, does the budget cover the CY 2021?</p> <p>Regarding the COVID Test (RT-PCR) Requirement of the project, can we include it in our hiring requirements and be at the expense of the employee?</p> <p>Can we see the Checklist of the Technical and Financial Documents?</p> <p>Where can we view the bidding documents?</p>	<p>Yes.</p> <p>Please refer to page 46 of the bidding documents under Section VII: Technical Specifications, which states that <i>"The Contractor's assigned personnel shall undergo Covid-19 test (RT-PCR), quarterly and must be borne by the Contractor"</i>.</p> <p>Please refer to pages 48 to 49 of the bidding documents for the Checklist of the Technical and Financial Documents.</p> <p>You can access and download the bidding documents free of charge at the CIAC website <a href="http://www.ciac.com.ph">www.ciac.com.ph</a>.</p>



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<p>2.</p>	<p>Queries/clarifications from Ms. Ma. Luz Rulan of McKleene Premium Products, Inc.</p> <p>How many sets/ copies are we going to submit?</p> <p>Are we going to attach copy of contracts for the on-going projects and Similar Completed projects?</p>	<p>All bidders shall submit three (3) copies, one (1) original and two (2) certified true copies of the original copy of the first and second components.</p> <p>The Statement of all on-going Government &amp; Private Contracts including contracts awarded but not yet started shall be supported with:</p> <ol style="list-style-type: none"> <li>1. Certified True Copy of Notice of Award (NOA) and Contract or Notice to Proceed (NTP); and</li> <li>2. Certificate of Accomplishment from Project Owner or Representative for On-going Project</li> </ol> <p>While, the Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid shall be supported with:</p> <ol style="list-style-type: none"> <li>1. Certified True Copy of Notice of Award and/or Notice to Proceed; and</li> <li>2. Project owner's Certificate of Final Acceptance.</li> </ol>
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II. The following were the queries and/or requests for clarification sent by McKleene Premium Products, Inc. thru electronic mail on 23 November 2020, as well as the corresponding remarks or instructions made by the BAC members and Office of Prime Responsibility (OPR):

Item	Queries\Clarifications	Remarks/Instructions
1.	How many sets/ copies are we going to submit?	All bidders shall submit three (3) copies, one (1) original and two (2) certified true copies of the original copy of the first and second components.
2.	What is the Project Identification Number/ Reference Number of this Project?	The Project Identification Number of the project is CIACBAC-GOODS-P55.



- II. Attached as Annex-A is the amended Bill of Quantity Form. Please be advised that items indicated under Section VI: Schedule of Requirements and Section VII: Technical Specifications of the Bidding Documents shall also be amended in view of the revised/amended Bill of Quantities listed in Annex-A.
- III. Additional reminders and clarifications to all prospective bidders:
1. The deadline for the submission of queries and/or requests for clarification is on **November 25, 2020 (Wednesday), not later than 5:00 p.m.** All queries should be sent thru the email address: [ciac\\_bacsecretariat@yahoo.com](mailto:ciac_bacsecretariat@yahoo.com). All correspondences and/or notices sent to and issued by the CIAC-BAC shall be coursed through the email address provided. All prospective bidders or bidders are required to provide the BAC Secretariat their respective official email addresses. Otherwise, the email address used by the company in communicating with the BAC thru the BAC Secretariat shall be considered the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or correspondences issued by the BAC.
  2. The deadline for the Submission of Bids is on **December 7, 2020 (Monday)**. Bids must be duly received by the CIAC Records Management Office located inside the CIAC Corporate Office Building **not later than 10:30 a.m.** Late bids shall not be accepted.
  3. The Opening of Bids shall be conducted at **10:45 a.m. of December 7, 2020 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application. Consequently, bidders can only attend the said activity thru video conferencing using Zoom Application.
  4. The bidding process involves non-discretionary pass/fail criteria, whereby, if a Bidder submits the required document, it shall be rated "pass" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered or rated "fail."
  5. Bidders are required to submit one (1) original and two (2) copies of the first and second components of its bid which shall be signed or initialed on each and every page thereof by the duly authorized representative/s of the Bidder.
  6. The original and copies of the bids shall be typed or written in indelible ink and shall be signed each pages by the bidder or its duly authorized representative/s.
  7. No additional documents shall be accepted by the BAC after the deadline for the Submission of Bids.
  8. Prospective bidders are reminded that CIAC is VAT exempt. Thus, the bid offer or financial proposal shall be exclusive of VAT.
  9. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.



10. Should a bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. This provision is applicable to companies who have purchased the bidding documents for the said project. Pursuant to Section 69.1 of the Revised of IRR of RA No. 9184, sanctions shall be imposed to the bidder who habitually withdraws from bidding, submits late bids or patently insufficient bids for at least three (3) times within a year, except for a valid reason.
11. Bidders are reminded that a suspended or blacklisted supplier, contractor or consultant shall not be allowed to participate in all procurement opportunities of the government for the duration of the suspension or blacklisting, regardless of the modality of procurement employed by the procuring entity.
12. Pursuant to the Department of Transportation (DOTr) Department Memorandum, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government. Said document shall be included and submitted as part of the bidder's eligibility documents. Bidders are required to utilize the prescribed format attached in the bidding documents. In case of joint venture or consortium, each partner of the joint venture or consortium shall submit their respective certification, under oath.
13. Each partner of the joint venture shall submit their respective PhilGEPS certificates of registration in accordance with section 8.5.2 of the IRR of R.A. 9184. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: provided, that the partners responsible to submit the NFCC shall likewise submit the statement of all of its ongoing contracts and audited financial statements.
14. Caution to prospective bidders, should there be individuals posing in behalf of the BAC and TWG as agents or fixers, the same should be reported to the BAC immediately. This shall not be tolerated by the BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder for as long as the same submits complete requirements, the said prospective bidder shall be qualified.

CIAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For the guidance of all concerned.

  
**IRISH C. CALAGUAS**  
Chairperson, BAC

Issued on: 26 November 2020



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## ANNEX-A

### BILL OF QUANTITY FORM

Project Title: **CONTRACTING THE JANITORIAL SERVICES FOR CIAC**

Name of Bidder: \_\_\_\_\_

Bid Amount in Words: \_\_\_\_\_

#### A. Required Manpower for 12 Months

Description	Quantity	Unit	Unit Cost	Amount
10 Janitors @ Php 420 per day				
Day Shift from Monday to Saturday				1,051,680.00
Night Shift				289,212.00
13 <sup>th</sup> Month Pay				109,550.00
5 Days Incentives				21,000.00
10 Regular Holidays				42,840.00
11 Special Holidays				14,137.20
Amount to Government (SSS, PhilHealth, ECC, Pag-ibig)				141,805.20
<b>SUB-TOTAL</b>				<b>1,670,224.40</b>
10% Administrative Overhead (Department Order No.174)				167,022.44
<b>AMOUNT</b>				<b>1,837,246.84</b>

#### A. Required Housekeeping Supplies, Materials and Equipment

##### Monthly Supplies

Description	Quantity	Unit	Unit Cost	Amount
Air Freshener	3	gallons		
Chlorine	3	gallons		
Glass Cleaner	3	gallons		
Carpet Shampoo	6	gallons		
Spray buff Solution	1	gallon		
Toilet Deodorant Cake	10	pieces		
Trash Bag	15	packs		
Powdered Soap	5	kilos		
Cotton Rugs (pranela)	10	pieces		
Chaimos Rugs	10	pieces		
Scouring Pads	15	pieces		
Aerosol Furniture Polish (330ml)	5	bottles		



Disinfectant Cleaner	3	gallons		
Liquid Hand Soap with unit dispensers	6	gallons		
Dishwashing Liquid	6	gallons		
<b>SUB-TOTAL</b>				
<b>AMOUNT (SUB-TOTAL x 12)</b>				

**Quarterly Supplies**

Description	Quantity	Unit	Unit Cost	Amount
Mop Head	10	pieces		
Soft Broom	10	pieces		
Heavy Duty White Polishing Pad 18"	1	piece		
Heavy Duty White Polishing Pad 12"	1	piece		
Heavy Duty Black Stripping Pad 18"	1	piece		
Heavy Duty Black Stripping Pad 12"	1	piece		
Heavy Duty Red Buffing Pad 18"	1	piece		
Heavy Duty Red Buffing Pad 12"	1	piece		
Heavy Duty Blue Scrubbing Pad 18"	1	piece		
Heavy Duty Blue Scrubbing Pad 12"	1	piece		
Stick Broom	10	pieces		
Whisk Broom	2	pieces		
Dry/Dust Mop Head	2	pieces		
Dry/Dust Mop Handle	2	pieces		
Telescopic Squeegee (adjustable)	1	piece		
Hand Brush	2	pieces		
Toilet Bowl Brush, Plastic Type	10	pieces		
<b>SUB-TOTAL</b>				
<b>AMOUNT (SUB-TOTAL x 4)</b>				

**One Time Delivery of Automatic Air Freshener equipment with Monthly refill of air fresheners**

Description	Quantity	Unit	Unit Cost	Amount
Automatic Air Freshener System w/ monthly refill for six months	10	units		
<b>SUB-TOTAL</b>				
<b>AMOUNT (SUB-TOTAL x 12)</b>				

**Semi-Annual Supplies**

Description	Quantity	Unit	Unit Cost	Amount
Plunger	10	pieces		
Mop Handle, Stainless	10	pieces		
Safety Gloves	2	pieces		
Plastic Spray Bottle	10	bottles		
Pad Holder 18"	2	pieces		
Pad Holder 12"	2	pieces		
Dust Pan	10	pieces		
<b>SUB-TOTAL</b>				
<b>AMOUNT (SUB-TOTAL x 2)</b>				





**Required Janitorial Equipment**

Description	Quantity	Unit	Unit Cost	Amount
Heavy Duty Vacuum Cleaner (Wet & Dry)	2	units		
Heavy duty Floor Polisher (18")	2	units		
Heavy duty Floor Polisher (12")	2	units		
Janitor Cart	10	units		
Bucket/Wringer Combinations (Mop Squeezer)	10	units		
Aluminum Ladder	1	unit		
Wet Floor Tiles	3	units		
Biometric Machine	1	unit		
EQUIPMENT COST (10% of the Total Amount of the Equipment)				

**A. Materials and Equipment for Janitorial:**

Manpower : \_\_\_\_\_  
 Material Cost : \_\_\_\_\_  
 Equipment Cost : \_\_\_\_\_  
 Total : \_\_\_\_\_

Total Bid Amount: \_\_\_\_\_

Bid Amount In Words: \_\_\_\_\_

Bidder's Representative: \_\_\_\_\_

Designation: \_\_\_\_\_

*Note:*

Minimum Wage increase, Regular and Special Holidays for the ensuing period shall be subject to changes based on the actual pronouncement of the National Government.

