



SUPPLEMENTAL/BID BULLETIN NO.1

This Supplemental/Bid Bulletin is issued to modify, amend or clarify items in the Bidding Documents for the project: **"Provision of Janitorial Services for CIAC for CY 2024"**. This shall form an integral part of the bidding documents for the above-mentioned project.

- I. Below were the queries and/or requests for clarification from the prospective bidders during the Pre-bid Conference of the said project held on 30 November 2023, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members and Office of Prime Responsibility (OPR):

Queries/Clarifications	Remarks from the BAC and OPR
<p><u>We Link Manpower Services</u></p> <ol style="list-style-type: none"> Under the Bid Data Sheet – "Business Tax Returns": It is stated that it covers the last six (6) months. Is it safe to assume that the VAT returns will be from May 2023 to October 2023? Under the Bid Data Sheet – "Certificate of Compliance from SSS and Pag-IBIG Fund": Both agencies are no longer issuing a certificate that covers the year 2022. Instead, their certificates of compliance cover the last three (3) months of remittance year-to-date from the date of application, which also indicates clearance from all the previous months including the year 2022. May we be clarified on this? 	<ol style="list-style-type: none"> No. Instead of the monthly tax returns (BIR Form 2550M), the bidder is required to submit the latest two (2) quarterly tax returns (BIR Form 2550Q), which cover <u>the second and third quarters of the year 2023, or the period April to June 2023, and July to September 2023.</u> As stated in Clause 20.1 of the Bid Data Sheet: "<u>...VAT-registered taxpayers are not required to file the Monthly Value Added Tax Declaration (BIR Form No. 2550M) for transactions starting January 1, 2023 but will instead file the corresponding Quarterly Value Added Tax Return (BIR Form No. 2550Q)...</u>" Furthermore, the submission of monthly tax returns is only required to companies which are operating for less than six (6) months. The CIAC will accept certificates of clearance in all agencies enumerated under the Clause 20.1(B) that covers the year 2022 and first semester of 2023. This, therefore, pertains to certificates of compliance that indicate the months of <u>June to August 2023 or later months.</u>



Handwritten signatures and initials



<p>3. Under the Financial Proposal – Standard Cost Distribution: Can we modify the "Total Amount to Janitors and Government", in addition to the cost of "Supplies and Materials", and "Equipment"?</p>	<p>3. No. The "Total Amount to Janitors and Government" is fixed. Only the cost of "Supplies and Materials" and "Equipment" can be modified for the bid.</p>
<p><u>McKleene Premium Products, Inc.</u></p> <p>1. Under the Bidding Form – "Statement of all on-going Government & Private Contracts including contracts awarded but not yet started, which are similar or not similar in nature and complexity to the contract to be bid": Is there a need to attach supporting documents to the form itself?</p>	<p>No. The matrix itself will suffice.</p> <p>Please do note, however, that in so far as the "Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid" is concerned, the supporting documents such as Certificate of Final Acceptance or Official Receipt or Sales Invoice is required to be submitted.</p>

II. Additional reminders and clarifications to all prospective bidders from the Secretariat of the BAC:

1. The deadline for the Submission of Bids is on December 12, 2023 (Tuesday). Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building not later than 10:00 a.m. Late bids shall not be accepted.
2. The Opening of Bids shall be conducted at 10:15 a.m. of December 12, 2023 (Tuesday) at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and through video conferencing using Zoom Application. Only one (1) representative for each bidder shall be allowed to be physically present to attend the opening of bids. For bidders who shall attend the opening of bids through video conference, they are advised to indicate their Company Name and Full Name as their username for proper identification.
3. 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.
4. Prospective 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.
5. Bid envelopes that are not properly sealed and marked 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.



6. 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.

7. Note: Caution to prospective bidders, should there be individuals posing on behalf of the CIAC-BAC and TWG as agents or fixers, the same should be reported to the CIAC-BAC immediately. This shall not be tolerated by the CIAC-BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder or bidder. For as long as the same submits complete requirements, the said bidder shall be qualified.

The 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 RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For the guidance of all concerned.

Atty. RUSTICO D. QUIZON III

Chairperson, BAC

Issued on: 05 December 2023

A handwritten signature in black ink is written over the typed name and title of the Chairperson. The signature is stylized and appears to be 'R. Quizon III'.