

SUPPLEMENTAL / BID BULLETIN NO. 001

TITLE : PROVISION OF JANITORIAL SERVICES FOR 2025
ITB NO. : DSWD4B-2025-003
DATE : 17 MARCH 2025

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

| PARTICULARS | CLARIFICATIONS/AMENDMENTS |
|---|--|
| Whether to attach the supporting documents for the Statement on Ongoing Projects? | <ul style="list-style-type: none"> There is no need to attach the supporting documents for the Statement of Ongoing Projects in the bid submission. These may be required during the post-qualification. |
| For the Technical Specifications, is it required to submit the list of names of janitors/janitresses during the bid submission? | <ul style="list-style-type: none"> The list of janitors/janitresses shall be submitted before the contract implementation. The bidder shall submit supporting documents on the compliance of technical specifications such as company profile and other supporting documents based on the criteria or set of technical parameters for the service provider. |
| For the Price Proposal Form, are the Vacation/Sick Leave Benefits the same for the 5-day Incentive Leave? | <ul style="list-style-type: none"> The Vacation/Sick Leave Benefits shall be replaced by the 5-day Incentive Leave in the Price Proposal Form. |
| Delivery of Supplies in the Area | <ul style="list-style-type: none"> The service provider will coordinate with their deployed utility personnel in the area if they will allow them to procure these locally or deliver the items through hauling services. |
| Employers Share for SSS Premium | <ul style="list-style-type: none"> To delete the SSS Premium (Circular 22) on the price proposal form and follow the updated SSS Premium. Failure to comply with the updated mandatory share shall be grounds for disqualification. |
| Whether to follow the DOLE Department Order on the imposition of 10% admin fee? | <ul style="list-style-type: none"> The Government Procurement Policy Board-Technical Support Office (GPPB-TSO) Opinion on this matter is explained in NPM-089-2016 which states that: <i>Considering that the computation for the cost of a service contract/agreement involves factors, the respective amounts of which are set by law, such as those items constituting Reimbursable Costs under Annex "A" of DOLE DO 18-A, requiring</i> |

servicing agencies to adopt an administrative fee of at least 10% of the total contract cost effectively prohibits them from offering bids lower than the sum of the Total Reimbursable Costs and the 10% administrative cost. This scenario results in the imposition of floor bid prices, which clearly runs counter to the pronouncement in Section 31 of RA 9184 and its revised IRR that "[t]here shall be no lower limit to the amount of award."

The rule prohibiting the imposition of lower limit to the amount of award, being mandated by Section 31 of RA 9184 and its revised IRR, has been previously upheld by the Supreme Court in the case of *Philippine Sports Commission, et. al. v. Dear John Services, Inc.*

Thus, the agency does not require for a minimum (percentage) for the administrative fee as a component of the total contract cost. Prospective bidders, however, are reminded to strictly comply with all relevant labor rules and regulations. As such, pursuant to Section 31 of the RA 9184 and in view of the pertinent issuances of the GPPB on the matter, the Approved Budget for the Contract (ABC) of the procurement activity shall be the upper limit or ceiling for bid price and that there shall be no lower limit to the amount of the award.

Foregoing considered, the bids submitted must include in the computation of benefits all legal and regulatory requirements.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.


KENNETH M. MONTENEGRO
Chairperson
Bids and Awards Committee 

Please accomplish the portion below and email at procurement.fomimaropa@dswd.gov.ph.

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COMPANY : _____