



National Center for Mental Health

SUPPLEMENTAL BID BULLETIN

ADDENDUM NO. 1

PUBLIC BIDDING FOR JANITORIAL OUTSOURCING SERVICE CY 2024

This Supplemental Bid Bulletin No. 1 dated **October 17, 2023** is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUES/CONCERNS	CLARIFICATIONS/S
<p style="text-align: center;">FROM</p> <p style="text-align: center;">CHECKLIST FOR BIDDERS</p> <p>➤ Regarding the sealing, marking and submission of documents: Do we need to submit only one copy for eligibility and technical Documents, along with one original copy for the financial Documents? Is there no requirement for additional copies such as Copy 1, Copy 2 and so forth?</p>	<p style="text-align: center;">TO</p> <p style="text-align: center;">CHECKLIST FOR BIDDERS</p> <p>➤ Instructions:</p> <ol style="list-style-type: none"> ➤ <u>A bidder must submit one (1) original during submission and opening of bids and two (2) additional copies of the original are requested to be submitted on the submission of the additional requirements for post qualification. All documents shall be current and updated. (Note: Supplier's may submit (2) additional copies during Submission and Opening of Bids)</u> ➤ <u>The "ORIGINAL" copy of the bid form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.</u> ➤ <u>To facilitate the evaluation of the bids, bidders are advised to compile the documents in two (2) separate folders (i.e., one for Eligibility/Technical Documents and another for Financial Documents), properly labelled and tabbed, and following the sequence provided herein.</u>
<p style="text-align: center;">SECTION VI</p> <p style="text-align: center;">SCHEDULE OF REQUIREMENTS</p> <p>➤ Regarding the given format for Section VI: Could you please confirm if the agency is not required to make any alterations to the provided format, particularly with regard to the delivery period, as indicated in Section VI of the requirements?</p>	<p style="text-align: center;">SECTION VI</p> <p style="text-align: center;">SCHEDULE OF REQUIREMENTS</p> <p>➤ <u>Yes, This section is intended only for the bidder's conformity. The delivery period is part of the conditions stated in the Technical Specifications and approved Terms of Reference submitted by the end-user.</u></p>
<p style="text-align: center;">SECTION VII: TECHNICAL SPECIFICATIONS</p> <p>➤ <u>Certification/Clearances from SSS / Pag-ibig / PhilHealth:</u></p>	<p style="text-align: center;">SECTION VII: TECHNICAL SPECIFICATIONS</p> <p>➤ <u>No need, since the service provider is only liable to their personnel. Please refer to the No. 5 of Terms of Payment in Section VII: Technical Specifications:</u></p>

"There is no Health without Mental Health"

J.

<p>Are we required to furnish valid certifications or clearances from SSS, Pag-ibig and PhilHealth?</p>	<p><u>xxx 5. The Service Provider shall be solely liable for any claim that may be made by any worker assigned to NCMH with regards to compliance with the provisions of the minimum wage law, the eight hours labor law, Social Security System, Medicare Act, 13th month pay and such other benefits prescribed by law presently existing or which maybe hereafter be granted, and fully relieves the NCMH from any liability whatsoever upon the former's failure to comply with its obligations as provided;</u></p>
<p>INQUIRY:</p> <ul style="list-style-type: none"> ➤ <u>Regarding the Single Largest Completed Contracts (SLCC):</u> <p>Are we permitted to utilize any contracts, whether from private or government entities, without requiring a direct correlation to a hospital or center?</p> <ul style="list-style-type: none"> ➤ For Financial Computation: To clarify, are we required to strictly adhere to the provided computation included in the Terms of Reference, with the risk of disqualification if we deviate from it? ➤ To clarify, we've observed that the computation uses 261 days, which seems to be in contrast to Section VII of the technical requirements which states, "Janitors shall provide/undertake maintenance and sanitation of the hospital premises seven (7) days a week, Mondays - Sundays, including holidays." The number of days employed by NCMH contradicts the working schedule stated, which should be 394.4 or 395(updated) if we follow the DOLE handbook for seven (7) days, including holidays. 	<p>ANSWER:</p> <ul style="list-style-type: none"> ➤ <u>Contracts from private or government entities are permitted.</u> <p><u>Please refer to the attached Statement of Single Largest Completed Contract which is similar in nature for the past two years (Annex: Sample Forms) in the BID Form and supply the data required.</u></p> <ul style="list-style-type: none"> ➤ <u>Yes.</u> ➤ <u>Number of days is based on the provisions under DOLE, more than the working days identified by NCMH would be in violation of the number of work hours and days in DOLE.</u> <p><u>It is the responsibility of the service provider to deploy and utilized the fifty-four (54) personnel seven (7) days a week based on the Terms of Reference.</u></p>

Other Matters:

- A. Bid Security shall be 120 calendar days from the date of submission and opening of bids.
- B. Section VII: Technical Specifications – Please write “COMPLY” to indicate that requirements are met.
- C. *Eligibility requirements and technical proposal* should be in *one folder* and *financial proposal* in a *separate folder*, with shoelace on top instead of fastener, table of contents and index tabs in words, not numbers.



- D. *Folder of Eligibility requirements and technical proposal should be placed in one envelope. And folder of the Financial Proposal should be in another envelope. Both envelopes shall then be placed in one mother envelope marked as "Original Bid"*
- E. Documents should be arranged chronologically according to the checklist issued.
- F. Color code for folders and envelope is WHITE.
- G. Typographical error must be countersigned by the authorized representative.
- H. All other provisions on the bidding documents which are not affected shall remain in effect.
- I. The deadline for **Submission and Opening of Bids is on October 24, 2023 (Tuesday), 9:00AM at the PAG-ASA HALL**, National Center for Mental Health Compound, Mandaluyong City.
- J. Any bid submitted after the deadline for submission shall be declared "LATE" and shall NOT be accepted.
- K. The BAC shall open the bids immediately after the deadline for submission and receipt of bids.

For the information and guidance of all concerned.


ALDEN C. CUYOS, MD, FPPA, IFAPA
Chairperson, BAC for Contract Services and Consultancy

 