



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

**SUPPLEMENTAL/BID BULLETIN NO. 136-2021**

DATE : 23 November 2021

SUBJECT: Janitorial Services (Early Procurement Activity - FY 2022)

After considering the clarifications and recommendations made during the Pre-Bid Conference dated 18 November 2021 for this procurement item, the National Privacy Commission – Bids and Awards Committee (NPC-BAC) hereby issues this Supplemental/Bid Bulletin clarifying provisions in the Bidding Documents, to wit:

CLARIFICATION/QUESTION	ADDENDUM/AMENDMENT/ ANSWER
In reference to technical requirement of statement of all its ongoing and completed government and private contracts, are we going to submit a matrix alone or are we required to incorporate annexes related to the contracts?	For the statement of all its ongoing and completed government and private contracts only a matrix is required without any attachments. On the other hand, the Statement of the Bidder’s Single Largest Completed Contract (SLCC) needs attachments as required under Section 23.4.2.5 of the IRR of RA 9184, <i>viz:</i>  I. For Owner’s Certificate of Final Acceptance stating: 1. Name of project owner that issued the certificate; 2. Name of the Contractor; 3. Name of the Contract; and 4. Contract Duration.  II. For Constructors Performance Evaluation System (CPES) rating, a final rating of at least Satisfactory.  III. For contracts with the private sector, an equivalent document shall be submitted.

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	<p>Bidders are also reminded to comply with Government Procurement Policy Board Resolution No. 16-2020, approving Circular 04-2020 (Guidelines in the Preparation of the Simplified Philippine Bidding Documents for Goods and Infrastructure Projects and the Submission of the Required Forms to be included in the Procurement of Goods, Infrastructure Projects, and Consulting Services) issued on 16 September 2020.</p> <p>Further, bidders are reminded to submit the revised Bid Securing Declaration and Omnibus Sworn Statement, among others, attached in the Bidding Documents and as can be found in:</p> <p><a href="https://www.gppb.gov.ph/downloadables.php">https://www.gppb.gov.ph/downloadables.php</a></p>
<p>In reference to the Technical Specification (Section VII) of the Bidding Documents, should bidders only state either “comply” or “not comply” in the parameters or should we attach proof of compliance?</p>	<p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.</p> <p>Evidence shall be in the form of manufacturer’s unamended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.</p> <p>A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post qualification or the execution of the Contract may be regarded as fraudulent and render the bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p>
<p>If we submit PhilGeps Registration Certificate (Platinum Membership), are we still required to</p>	<p>In lieu of the SEC registration, Mayor’s Permit, Tax Clearance, latest Audited Financial Statement, the bidder can submit their PhilGeps Registration Certificate (Platinum Membership) with its Annex “A”.</p>

submit SEC registration, Mayor's Permit, Tax Clearance, latest Audited Financial Statement?	Bidders are only required to submit all the legal, technical and financial documents (SEC Registration/DTI Permit/CDA, Mayor's Permit, Valid BIR Tax Clearance, and Latest Audited Financial Statement) in the absence of a Platinum PhilGeps Certificate.
What would be the basis for PhilHealth percentage rate?	NPC in the evaluation of the bid will use the 3% percentage rate, by virtue of the PhilHealth' official statement dated 05 January 2021, deferring the implementation of contribution hikes and maintaining the prevailing rate of 3%.
How can we pay for the Bidding Documents?	<p>Copy of the Bidding Document can be downloaded from PhilGeps and NPC Website. Hard copy can also be claimed at the NPC Office upon payment of the fee. For the processing of payment of the Bidding Documents, please be reminded to bring the following documents:</p> <ol style="list-style-type: none"> <li>a. Copy of Invitation to Bid;</li> <li>b. Original or CTC of Letter of Intent;</li> <li>c. Copy of Company ID; and</li> <li>d. If paying through check, I should be named to Bureau of Treasury.</li> </ol> <p>Since we are on an alternative work arrangement in the office, please send an email first to the BAC secretariat at <a href="mailto:bacsecretariat@privacy.gov.ph">bacsecretariat@privacy.gov.ph</a> for proper coordination and accommodation with our Accountant.</p>
Do we have to submit physical hard copies of the requirements submitted online?	Yes, the Single/Lowest Calculated Bidder endorsed for post-qualification is required to submit one (1) original and (1) copy of the physical bidding documents for the conduct of post-qualification.
Will the scheduled bid submission and opening for this item continue despite the fact that December 2, 2021 is a special non-working holiday in Pasay City (Foundation Day of Pasay City) by virtue of R.A. No. 11140?	Yes, the scheduled bid submission and opening on <b><u>December 2, 2021</u></b> shall continue. GPPB Resolution No. 21-2017 which approved the amendments to the 2016 Implementing Rules and Regulations (IRR) of R.A. 9184, amended Section 38.2 to include the second paragraph as shown below:

“The maximum periods and the recommended earliest possible time for action on specific procurement activities are provided for in Annex “C” of this IRR. In case the deadline for each activity falls on a non-working day (i.e., Saturday and Sunday), legal holiday, or special nonworking holiday, the deadline shall be the next working day.

However, for purposes of expediency, economy, and efficiency, as determined by the BAC, specific procurement activities may be held on a Saturday, Sunday, nonworking day or holiday: provided, that the BAC, secretariat and TWG members shall be available on such date, and the appropriate supplemental/bid bulletin is issued and posted pursuant to the posting requirements embodied in section 22.5.3 of this IRR.”

As such, for purposes of expediency and efficiency, seeing the urgency in the procurement of this item being undertaken as part of the Commission’s Early Procurement Activity for FY 2022 and the need to ensure the timely delivery of the procured services, the BAC agreed to proceed with the scheduled bid opening on **December 2, 2021** despite it being a special non-working holiday.

The foregoing shall form an integral part of the **Bidding Documents for the procurement of Janitorial Services** for the National Privacy Commission. Any provision inconsistent herewith is hereby amended and superseded accordingly.

For the information and guidance of all concerned.

**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, Legal and Enforcement Office*  
*BAC Chairperson*

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