

**SUPPLEMENTAL BID BULLETIN**

**Republic of the Philippines  
PHILIPPINE INTERNATIONAL CONVENTION CENTER  
PICC Complex, 1307 Pasay City  
BIDS AND AWARDS COMMITTEE (BAC)**

March 18, 2024

**THREE (3) YEAR CONTRACT FOR THE SUPPLY OF MANPOWER SERVICES  
TO COMPLEMENT THE EXISTING WORKFORCE OF THE BUILDING  
SERVICES DIVISION**

**ADDENDUM NO. 01**

This Addendum is issued to amend/revise certain provisions of the Bid Documents for the above-captioned procurement. Said amendments are as follows:

- I. Section V- Special Conditions of the Contract have been revised to read as follows:
  - GCC Clause 2.2- Payment
    - Item 6
      - 6. The processing of the payment for the first billing shall be supported with the following documents:
        - a) Certified photocopy of the Notice of Award and Notice to Proceed.
        - b) Certified photocopy of Notarized Agreement (with attachments) between PICC and the Contractor
        - c) **Performance Security.**
        - d) Certification of the end-user department as to services rendered by the personnel deployed at PICC.

II. Section VI- Schedule of Requirements have been changed to read as:

Item Number	Description	
I	Three (3) Year Contract for the Supply of Manpower Services to Complement the Existing Workforce of the Building Services Division	Contract duration or service delivery shall be from <b>June 1, 2024 to May 31, 2027</b> from receipt of the Notice to Proceed.

III. Section VIII-Checklist of Technical and Financial Documents has been changed to read as:

- I. TECHNICAL COMPONENT ENVELOPE

- Legal Documents

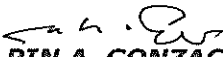
- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR; **If any of the documents in Annex "A" has expired, the updated document shall be submitted during post-qualification;**

- II. FINANCIAL COMPONENT ENVELOPE

- i. Original of duly signed and accomplished Financial Bid Form **with Schedule of Wages of Personnel for three (3) years.**

The corrected copies are attached. Bidders are advised to replace their original copies with the corrected copies.

For guidance and information of all concerned.

  
**MELPIN A. GONZAGA**  
 Chairman

Received by:

\_\_\_\_\_

(Signature over printed name)

Telephone/Fax No. \_\_\_\_\_

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR. *If any of the documents in Annex "A" are expired, the updated document shall be submitted during post-qualification;*

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (Annex "A"); **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (Section "B"); **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration (Annex C"); **and**
- (e) Conformity with the Technical Specifications (Section VII-signed on each and every page), which includes production/delivery schedule, manpower requirements, and/or after-sales/parts (Section VI), if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder (Annex "D).

#### Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (Annex "E") or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class "B" Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form *with Schedule of Wages of personnel for three (3) years*

#### Other documentary requirements under RA No. 9184 (as applicable)

- (j) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	
I	Three (3) Year Contract for the Supply of Manpower Services to Complement the Existing Workforce of the Building Services Division	Contract duration or service delivery shall be from <i>June 1, 2024 to May 31, 2027</i> from receipt of the Notice to Proceed.

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Signature over printed Name of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

b) Certified photocopy of Notarized Agreement (with attachments) between PICC and the Contractor

c) *Performance Security*

d) Certification of the end-user department as to services rendered by the personnel deployed at PICC.

The following are the documents required to be submitted by the Contractor for the subsequent semi-monthly billings:

a) Monthly Statement of Account or Billing Statement

b) PICC-approved Billing Schedule/Register showing breakdown of billings per personnel and type, e.g. Basic Billing, Regular Overtime, Special Overtime, Overtime on Legal Holidays, Absences/Overtime, among others

c) Duly accomplished daily time records of the personnel, checked and approved by authorized PICC Officer

d) Certified true copy of the latest paid-up payroll (payroll covering the period immediately preceding the current billing) and pay slips, both documents duly signed as received by the personnel

e) Certified true copy of the withholding tax or BIR remittances (for taxes that may be deducted from the contractor's personnel assigned to PICC

The following are the documents required to be submitted by the Contractor at the end of each quarter:

a) Certified true copies of official receipts or special bank receipts (together with SSS R5 Form) issued by the Social Security System for remitted contributions of the contractor's personnel assigned at PICC

f) Certified true copies of official receipts issued by Pag-ibig for remitted contributions of the contractor's personnel assigned to PICC

g) Certified true copies of official receipts issued by Philhealth for remitted contributions of the contractor's personnel assigned to PICC

The following are the documents required to be submitted on the 6th and/or 12th month of the contract period: