

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is:</p> <p><i>Philippine Ports Authority – Port Management Office NCR North</i></p> <p><u>The Name of the Contract is:</u></p> <p><i>Contract for the Provision of Janitorial Services for PMO-NCR North for CY 2018</i></p>
1.2	<p>The reference is:</p> <p><i>Procurement of Janitorial Services for PMO-NCR North for CY 2018 with a total number of Sixteen (16) janitors/janitress.</i></p> <p>The Identification number of the Contract is <u>NCR-N 01-2018</u></p>
2	<p>The Funding Source is:</p> <p><i>The Philippine Ports Authority (PPA) through its CY 2018 Corporate Operating Budget (COB) funds in the amount of One Million Nine Hundred Sixty-Six Thousand Two Hundred Eight Pesos and 64/100 (Php1,966,208.64).</i></p> <p><u>The name of the Project is:</u></p> <p><i>Procurement of Janitorial Services for PMO-NCR North for CY 2018</i></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	No further instructions.
5.4	<p>The Bidder must have completed at least a Single Largest Completed Contract (SLCC) within the last five (5) years from the date of submission and receipt of bids, a contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>Contract similar to the project refers to Contract that provides specifically janitorial services.</p>
7	“Not applicable”
8.1	Sub-contracting of the provision for janitorial services shall not be allowed by the PPA PMO-NCR North
9.1	<p>The PPA PMO-NCR North will hold a pre-bid conference for this Project on June 8, 2018, 1:30 p.m. at</p> <p><i>PMO-NCR North Multi-Purpose Room , Radial Road 10, North Harbor, Tondo, Manila.</i></p>

10.1	<p>The Procuring Entity's address is:</p> <p><i>Philippine Ports Authority, PMO-NCR North PMO-NCR North Admin Bldg. Radial Road 10 North Harbor, Tondo, Manila</i> <i>MR. ORVILLE A ODICTA, Chairperson</i> <i>Tel: 254-5672</i> <i>emailadd: <u>odictaoa@yahoo.com</u></i></p>
12.1	<p>The following eligibility and technical documents shall be required for submission:</p> <p>1. Eligibility Documents</p> <ul style="list-style-type: none"> i. Registration Certificate from SEC or DTI for sole proprietorship or CDA for cooperatives ii. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; iii. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR) iv. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started; v. Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid; vi. Latest Audited Financial Statements ; vii. Computation of Net Financial Contracting Capacity (NFCC) provided under Section VIII, Bidding Forms, must be attached or committed Line of Credit from a Universal or Commercial Bank in lieu of NFCC computation; and viii. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR <p>Class "B" Documents</p> <ul style="list-style-type: none"> ix. If applicable, Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint partners in accordance with Section 23.1(b) of the IRR <p>2. Technical Documents</p> <ul style="list-style-type: none"> a. Bid Securing Declaration or any other form of Bid Security – Cashier's Check (or Cash, Managers Check, Bank Draft/Guarantee, Irrevocable Letter of Credit, Surety Bond, or combination of the identified forms) thereof may suffice this requirement. It is to be noted that the posted bid security must be valid for not less than 120 calendar days reckoned from the date of bid opening; b. Conformity with the Terms of Reference (TOR) – conformed/signed Terms of Reference (TOR) provided under Section VII, Terms of Reference (TOR), must be attached in the submission; c. Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184 – accomplished form provided under Section VIII, Bidding Forms, must be attached in the submission; d. Authority of Signatory for corporation – either a Special Power of Attorney (SPA) or Secretary's Certificate shall apply for this requirement. Section VII, Bidding Forms, provides format for such purposes.

	Failure to comply with any of the above cited instructions shall be ground for disqualification.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids. Both statements shall be supported with the required attachments specified in the bidding forms provided for this purpose.
13.1	The following must be complied with / observed by the bidder in accomplishing the financial component of its bid: 1. Accomplished Financial Bid Form – see provisions under Section VIII, Bidding Forms, for the appropriate format; 2. Accomplished Detailed Computation of Bid Price – see provisions under Section VIII, Bidding Forms, for the appropriate format. Absence of any of the above cited requirements or any information that must be contained therein shall be ground for disqualification.
13.1(b)	No further instructions.
13.1(c)	"No additional requirements."
13.2	The ABC is Php1,966,208.64. Any bid with a financial component exceeding this amount shall not be accepted.
13.2(b)	No further instructions.
15.4(a)(iv)	The winning bidder shall provide uniforms and IDs for the janitors assigned at PMO-NCR North.
15.4(b)	"Not applicable"
16.1(b)	"Not applicable"
16.3	"Not applicable"
17.1	Bids shall be valid for 120 calendar days from date of bid opening. Bids valid for a shorter period shall be rejected outright as non-responsive.
18.1	The bidder shall submit a Bid Securing Declaration or any form of Bid Security in the following amount: 1. The amount of not less than Php39,324.17(2% of the ABC) if bid security is in Cash or cashier's/manager's check issued by a Universal or Commercial Bank, Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; 2. The amount of not less than Php98,310.43 (5% of the ABC) if bid security is in Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.
18.2	The bid security shall be valid for 120 calendar days reckoned from the date of the opening of bids. Bids with bid security valid for a shorter period shall be rejected outright as non-responsive. If the bid security submitted by the bidder is cash or cashier's /manager's check, the PMO BAC-NCR-N shall turn-over the said cash or cashier's /manager's check to the Resource Management Division Manager, PMO-NCR North for custody.

20.3	<p>Each bidders shall submit five (5) sets/copies (one (1) original and four (4) copies) of their duly accomplished Technical and Financial Components and must be signed on each and every page by the bidder or his duly authorized representative. All sets/copies of the said bid documents shall be properly book-bound.</p> <p>Properly book-bound means cloth-bound, hard bound or paper-bound. Combo-bound, ring-bound, fastener-bound or stapler-bound Technical and Financial Components, or with loose page(s) are not considered book-bound for this purpose.</p> <p>Failure to comply with any of these requirements and those specified under ITB Clause 20 shall be ground for disqualification and the said bid documents shall be returned to the bidder/s unopened.</p>
	Each Bidder shall submit one (1) original and four (4) copies of the Technical and Financial Components of its bid.
21	<p>The address for submission of bids is at the Secretariat of the Bids and Awards Committee for PMO-NCR North, at the PMO-NCR North Administration Bldg.-Supply Unit, Radial Road 10, North Harbor, Tondo, Manila.</p> <p>The deadline for submission of bids is on June 19, 2018, 1:00 P.M.</p>
24.1	<p>The place of bid opening is at PMO-NCR North Multi-Purpose Room, PMO-NCR North Administration Bldg., Radial Road 10, North Harbor, Tondo, Manila.</p> <p>The date and time of bid opening is on June 19, 2018 at 1:30 P.M.</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3 (a)	Partial bid is not allowed
28.3	<p>Interested bidders should submit proposal based from the provisions under the Terms of Reference and the ITB. Failure to comply with this requirement shall be ground for disqualification. The BAC shall evaluate and determine the completeness of the proposal submitted by the bidder.</p> <p>Contract shall be preferably awarded to the Contractor with the lowest/single calculated and responsive bid who after passing post-qualification complies with the requirements of the Procuring Entity.</p>