



16 January 2023

ASTI - BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BULLETIN NO. BAC-2023-01-001

PROVISION OF JANITORIAL SERVICES FOR CY 2023

The ASTI Bids and Awards Committee (BAC) issues this Supplemental/Bid Bulletin to clarify, modify or amend items in the Bidding Documents and to reply to queries raised by the potential bidders through letters/emails for the information of all bidders for the procurement of:

Item:	Provision of Janitorial Services for CY 2023
Approved Budget for the Contract:	Three Million Five Hundred Fifty Thousand Pesos Only (P3,550,000.00)
Request to for Quotation No.:	22-10-4104 dated 04 January 2023
Purchase Request No.:	GAA-22-08-14582 dated 05 October 2022
Published Date (PhilGEPS):	05 January 2023 9388594

A. AMENDMENT TO PROCUREMENT DETAILS AND FORMS

REFERENCE	AMENDMENT/CHANGE/CLARIFICATION
Not Applicable	Not Applicable

B. RESPONSE TO QUERIES

QUERY/ISSUE	BAC/END-USER RESPONSE/CLARIFICATION
Inquiry on the percentage to use for the agency fee.	Government Procurement Policy Board Resolution No. 14-2012 declares Section 9(b)(ii) of the Department of Labor and Employment Department Order 18-A, violative of Article IX, Section 31 of Republic Act No. 9184 and its revised Implementing Rules and Regulations. Hence, the DOST-ASTI BAC cannot set a percentage ceiling for the standard administrative fee. Prospective bidders, however, are reminded to strictly comply with all relevant labor rules and regulations.
Do we follow the mandatory increase of remittances for CY 2023 for the Social Security System, Philippine Health Insurance Corporation, and Home Development Mutual Fund / Pag-IBIG?	The DOST-ASTI follows the mandatory increase if references for computing adjustments are already provided by the relevant government office.
Request to require submission of clearance certificates from SSS, PhilHealth, and Pag-IBIG as Proof of Payments of contributions from June 2022 to September 2022.	The DOST-ASTI will not require the mandatory submission of said clearance certificates, however, the same shall be accepted as Proof of Payments of contributions from June 2022 to September 2022.
Do we need to include the cost of the supplies and equipment?	The bidder/s needs to submit a price breakdown or a computation attachment for the supplies and equipment.
For the three (3) units of cell phones with load allowance, do we need to create a separate cost breakdown, or we can include the cost in the administrative fee?	Yes, the bidder may include the cost in the administrative fee.

Please be guided accordingly.

Prepared by:

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Approved by:

EMMANUEL P. BALINTEC
Chairperson, BAC