



OFFICE OF THE BIDS AND AWARDS COMMITTEE

**ADDENDUM NO. 002, series 2020**

Name of Project: **Provision of Janitorial Services for CSU Cabadbaran City**  
 Location: CSUCC, Cabadbaran City  
 Brief Description: Provision of Janitorial Services for CSU Cabadbaran City  
 Approved Budget for the Contract: Php 740,742.48  
 Source of Funds: Regular Agency Fund 2021  
 Contract Duration: 12 months

This Addendum No. 002, series of 2020 is issued to modify or amend the proposal Documents. This shall form an integral part of the proposal Documents. This is based on what has been transpired during the Pre-Bid Conference held on November 5, 2020; 10:30AM via Zoom Platform.

❖ Revised in 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	Qty	Total	Delivery Date
1	One (1) year provision of janitorial services for five (5) days' work, rendering at least twelve (8) hours duty daily, excluding Saturdays, Sundays, and holidays.	6	Php 740,742.48	Within seven (7) calendar days from the receipt of Notice to Proceed

❖ Revised in Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Provision of Janitorial Services</i></li> <li>b. completed within the last five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul> <p>List of Completed Similar Project.</p>

❖ All photocopied/ not original document should be stamped with Certified True Copy (CTC).



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## Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class "A" Documents*

##### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- ☐ (c) Mayor's or 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;  
**and**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### Technical Documents

- ☐ (f) 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; **and**
- ☐ (g) 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; **and**
- ☐ (h) 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; **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) 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.



OFFICE OF THE BIDS AND AWARDS COMMITTEE

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Financial Documents

- ☐ (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);

**Class “B” Documents**

- ☐ (m) 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.

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

Note: CSUCC requests two (2) sets of additional hard copies of bidding documents for COA and Finance Committee submission for those who submit bid manually.

For guidance and information of all concerned.

  
**FLORDELIZA G. ALBURO, Ph.D.**  
BAC Chairperson

Received by the Bidder:

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