



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY
BIDS AND AWARDS COMMITTEE 1

BID BULLETIN NO. BAC1-2022-01-BB01

RE: Bid Project No. CTABAC1-2022-01

“Procurement of Janitorial Services in the CTA Compound for Three (3) Years”

Please take notice of the following changes/clarifications in the Bidding Documents pursuant to the agreement reached during the Pre-Bid Conference held on February 24, 2022.:

1. In the Financial Bid Form particularly the details in the CTA cost breakdown, page 46 of the bidding documents, please note that the number of working days used in the computation of the basic pay of the janitors is Three Hundred Thirteen (313) days.
2. In the Financial Bid Form particularly the details in the CTA cost breakdown, page 46 of the bidding documents, the PhilHealth rate used is four percent (4%) in accordance with the 2022 PhilHealth premium rate schedule.
3. In the Financial Bid Form particularly the details in the CTA cost breakdown, page 46 of the bidding documents, a five (5) days service incentive leave is now included in the computation of direct labor cost.
4. In the Financial Bid Form particularly the details in the CTA cost breakdown, page 46 of the bidding documents, the Committee resolved to apply the provision of Section 11 b.ii. of DOLE Department Order No. 174 Series of 2017, requiring service providers (prospective bidders) to offer at least the standard administrative fee of not less than ten percent (10%) of the total contract cost.
5. The Committee resolved that prospective bidders who will submit a bid containing an administrative fee of less than ten percent (10%) of the total contract cost shall be automatically disqualified in the bidding.
6. The Committee resolved to retain Item b. Profit Margin and c. Miscellaneous of the Operating Cost and instructed the prospective bidders to put a dash (-) or zero (0) in the said portion of the computation, if they offer it for free. If the Profit Margin and Miscellaneous Portion are left blank, the Bid shall be disqualified.
7. For purposes of this bidding, the Committee resolved that giving of discount by prospective bidders is not allowed.

In view of the foregoing changes/clarifications, a new CTA Cost Breakdown found in page 46 of the bidding documents is hereto attached for your reference.

Please be guided accordingly.

March 1, 2022


ATTY. DANILO B. FERNANDO
Chairperson

COURT OF TAX APPEALS

COST BREAKDOWN BID

(Based on Eight (8) Hours Duty)

(Monday to Saturday)

DIRECT LABOR COST

- a. Basic Pay **(313 days)** _____
(Wage Order No. NCR-22)
- b. 13th Month Pay _____
- c. **Five (5) days Service Incentive Leave** _____

INDIRECT LABOR COST

- a. SSS Premium _____
- b. Philhealth **(at 4% premium rate for 2022)** _____
- c. ECC _____
- d. Pag-Ibig _____

OPERATING COST (must not be less than ten percent (10%) of the total contract cost pursuant to DOLE Department Order No. 174 Series of 2017)

- a. Administrative Cost _____
- b. Profit Margin _____
- c. Miscellaneous _____

TOTAL _____

VAT 12% _____

TOTAL PER JANITOR PER MONTH _____

MULTIPLY BY NUMBER OF JANITORS _____

TOTAL PER MONTH FOR 15 JANITORS _____

MULTIPLY BY **TWELVE (12)** MONTHS _____

GRAND TOTAL _____

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____