

## **Bidding of One (1) Lot – Provisions of Janitorial (Including Supplies) and other Support Services for OWWA RWO-NCR for CY - 2023**

### **GUIDELINES**

#### **I. Payment of non-refundable bidding documents fee**

##### **Manual Payment**

1. Bidder/Representative shall request for Order of Payment for the payment of bidding document at the 2<sup>nd</sup> Floor, Accounting Unit, OWWA RWO-NCR, STWLPC Building, Sen. Gil Puyat Ave., Pasay City.
2. Bidder/Representative shall pay the corresponding amount either cash or check to the Cash Unit which is also located at 2<sup>nd</sup> floor. Payment of non-refundable fee should not be later than the submission of bids.
3. Bidder/Representative shall proceed to the Procurement and Property Unit which is also located at 2<sup>nd</sup> floor and present proof of payment for the issuance of bidding documents.

#### **II. Pre-Bid Conference**

1. Prospective bidders shall submit a letter request signifying their intention to participate in the Pre-bid Conference either by mail or through email at [owwancr.procurement@gmail.com](mailto:owwancr.procurement@gmail.com) before the scheduled activity.
2. The BAC Secretariat shall assign a number to each representative for proper sequence/arrangement during the open forum.
3. Each representative shall be given a period of **thirty (30) minutes** to raise questions and/or clarifications during the **(videoconferencing, webcasting or similar technology)**. If there are still questions or in need of clarifications after the time limit, the representative may submit a letter addressed to the BAC Chairperson. The BAC shall issue a Supplemental Bid Bulletin to address the issues and concerns.

#### **III. Bid Submission**

The BAC shall adhere and adopt the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 dated 7 May 2020, approving measures for the efficient conduct of procurement activities during the State of Calamity or Implementation of Community Quarantine or Similar Restrictions to prevent transmission of the novel coronavirus disease (COVID-19) and ensure the efficient conduct of all procurement activities.

1. Bidders shall submit their bids proposal via email at [owwancr.procurement@gmail.com](mailto:owwancr.procurement@gmail.com) before the closing date and time, and shall comply with the following requirements:

- Use a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted; and
  - allows access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology;
2. Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) password-protected Bidding Documents in compressed archive folders, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements as specified in the bidding documents, and the second shall contain the financial component of the bid.
  3. Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, **provided** that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the improperly compressed or password-protected folder, or for its premature opening.
  4. Upon receipt of the first and second envelopes, BAC Secretariat shall generate a Bid receipt page for the official time of submission which can be saved or printed by the bidder.
  5. Bidders may modify or withdraw their Bid at any time before the deadline for the submission and receipt of bids. Bidders shall not be allowed to retrieve its original Bid, but shall only be allowed to send another Bid equally secured, properly identified, and labelled as a “modification” of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission.
  6. Bids submitted after the deadline shall not be accepted.

#### **IV. Eligibility Check and Bid Opening via ZOOM**

1. The BAC shall open the submitted bids after the scheduled deadline via ZOOM meeting.
2. Only those who paid the corresponding fee and submitted their bid before the deadline shall be provided with the details and link to be used during the meeting.
3. Only one (1) authorized representative of the company shall be allowed to participate in the meeting;
4. The passwords for accessing the Bidding Documents shall be disclosed by the Bidders only during the actual bid opening.

**V. Alternate Documentary Requirements during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring Entity or of the Bidder (per GPPB Resolution No. 09-2020):**

1. Unnotarized Bid Securing Declaration;
2. Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;
3. Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment; and
4. Performance Securing Declaration (PSD) in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract, subject to the following:
  - a. Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it violates any of the conditions stated in the contract. A copy of the PSD form is attached hereto as Annex "A";
  - b. An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated below; and
  - c. The end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.

The BAC shall determine or validate the existence of the State of Calamity, or implementation of community quarantine or similar restrictions and may require the submission of documentary proof for this purpose.

**VI. Submission of Original Bid Documents**

The BAC shall notify the Lowest/Single Calculated Bidder and request for the submission of original bid documents for post qualification and evaluation.

**VII. Tie-Breaking Method in Case of Two or More Bidders are Determined and Declared as the Lowest Calculated Responsive Bidder (LCRB), using the Dicing method with the following mechanics:**

1. Based on the time sequence of bid submission of concerned Bidders, the first dice shall be assigned to Bidder A, the second dice to Bidder B and so on.
2. To determine the BAC representative assigned to roll the dice, a draw lots shall be conducted.
3. Representatives shall be given a dice and corresponding box assigned for each bidder.
4. Representatives will simultaneously throw the dice on the designated box.
5. The highest number of dots on the face of the dice shall earn one (1) point for that round. In case of draw, no point will be added to the corresponding bidder.
6. The determination of the winner shall be based on a race to three-point system.

For guidance and information of all concerned.

**MOHAMMAD I. VICTOR**  
BAC Chairperson