



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)

East Avenue cor. NIA Road, Quezon City

Website: www.lra.gov.ph

MEMORANDUM

TO : ALL PROSPECTIVE BIDDERS

FROM : MS. MARILYN C. CUSTODIO, Member, BAC-PGSM

SUBJECT : BID BULLETIN NO. 1

FOR : PROVISION OF JANITORIAL SERVICES IN THE LRA CENTRAL OFFICE AND ITS REGISTRIES OF DEEDS NATIONWIDE)

DATE : 06 December 2022

This Bid Bulletin is hereby issued to all prospective bidders, for their information and guidance, on the submission of their respective proposals for the Provision of Janitorial Services in the LRA Central Office and its Registries of Deeds nationwide.

These changes, revisions, modifications or clarifications shall become an integral part of the Contract and Bidding Documents and shall be taken into account in the submission of the prospective bidders' sealed proposals.

I. Issues and Concerns


1. Mr. Mc Edwin P. Montañes of Philcare Manpower Services, inquired if there is a prescribed format for the submission of bid form, statement of all its ongoing government and private contracts, and statement of Single Largest Completed Contract (SLCC).

ANSWER: The body opted to use prescribed format for the submission of bid form, statement of all its ongoing government and private contracts, and statement of Single Largest Completed Contract (SLCC), attached as Annex "A".

2. Ms. Jobelle Pulido of Omniworx Inc., clarified the basis of agency fee/administrative fee. She asked whether this Authority follows the 10% agency fee imposed by the DOLE.

ANSWER: The body answered that under subparagraph no.3 (3), Section VI Schedule of Requirements of the bidding documents, it is expressly stated that "In relation to agency fee, there shall be no lower limit of floor on the amount of the award pursuant to Section 31, Rule IX of Republic Act No.9184 and its 2016 Revised Implementing Rules and Regulation and the applicable GPPB Resolutions or other related issuance.

End of Bid Bulletin No.1 [Provision of Janitorial Services in the LRA Central Office and its Registries of Deeds nationwide].


MARILYN C. CUSTODIO
Member, BAC-PGSM

Annex "A"

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
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(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid

Name of Project:

Name of the Bidder:

Address of the Bidder:

Contact No.:

Item No.	Name of the Completed Contract	Date of the Contract	Contract Duration	Owner's Name & Address (Telephone No., if available)	Kinds of Goods/ Services	Amount of Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt or Sales Invoice shall be attached
NOTHING FOLLOWS								

Submitted by:

Printed Name and Signature

Statement of Ongoing Government and Private Contract

Name of Project:

Name of the Bidder:

Address of the Bidder:

Contact No.:

Item No.	Name of the Completed Contract	Date of the Contract	Contract Duration	Owner's Name & Address (Telephone No., if available)	Kinds of Goods/ Services	Amount of Completed Contract

Submitted by:

Printed Name and Signature