

SUPPLEMENTAL/BID BULLETIN NO. 1

**PROCUREMENT OF ONE (1) YEAR GENERAL SERVICES FOR THE
NATIONAL DEVELOPMENT COMPANY**

PROJECT REFERENCE NO. MR26-04-054

Please be advised of the following Amendments/Clarifications in the Bidding Documents raised during the Pre-Bid Conference held on May 8, 2026.

For Clarification

1. Statement of All Ongoing Contracts

The bidder shall submit only the list of all ongoing government and private contracts at the opening of the Eligibility Requirements and Bids, using the form attached to the Bidding Document. However, copies of the contracts and other supporting documents must be made available during the post-qualification process.

2. Single Largest Completed Contracts (SLCC)

The bidder shall submit a Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, completed within the past five (5) years prior to the date of submission and receipt of bids, the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC).

A similar project is defined as a project with the same scope as general services, including janitorial, property management, and maintenance services.

3. Agency Fee

The bidder must use the prescribed minimum agency fee of ten percent (10%) in accordance with DOLE Department Order No. 174-17. Any agency fee below the prescribed minimum shall automatically disqualify the bid.

4. Statement of all completed projects for the last three (3) years

The bidder shall submit only the list of all completed projects for the last three (3) years during the opening of the Eligibility Requirements and Bids, using the form attached to the Bidding Document. However, copies of the contracts and other supporting documents must be made available during the post-qualification process.

5. Valid and most Recent Clearances and a copy of the latest remittances

As stated in the Bid Data Sheet (BDS) 27.1.C, the submission of the most recent clearances and copies of the latest remittance records for the last six (6) months from the

submission of the bidding document of the following government agencies shall be made available during the post-qualification process:

- a. Social Security System (SSS)
- b. Employees' Compensation Commission (ECC) / State Insurance Fund
- c. PhilHealth
- d. Home Development Mutual Fund (HDMF/Pag-IBIG Fund)

6. Rates of required personnel

There is no special rate for required personnel; however, the rate must not be below the minimum prescribed by the law

7. Detailed Financial Bid

The detailed financial bid form is attached as Annex "A." All information provided therein is mandatory and may no longer be changed or modified.

REMINDERS:

- ✚ The bidders must also provide a soft copy of the Detailed Financial Bid in **Microsoft Excel** format showing the formula used in the computation of the costs.
- ✚ The bidder shall submit a **USB** containing the soft copy of the detailed financial bid enclosed in the financial envelope.
- ✚ The complete eligibility documents shall bear tabs identifying/separating each of the required eligibility, technical, and financial documents.
- ✚ The Deadline for Submission of Eligibility Requirements and Bids shall be May 21, 2026, at 1:00 pm. (7th Floor NDC Clock), on the 7th Floor, NDC Building. **Late bids shall not be accepted.**
- ✚ The Opening of Eligibility Requirements and Bids shall be on May 21, 2026, at 2:00 pm at the Ground floor of the NDC Building.

Supplemental/Bid Bulletin No. 1 is issued to modify or amend items in the Bidding Documents. This shall form an integral part of the Bidding Documents.


AGM LEOPOLDO JOHN F. ACOT
Chairperson
Bids and Awards Committee

Subtotal										
No. of pax										
C. Total (A+B)										
D. Agency Fee (10% of C)										
E. Total (C + D)										
F. VAT (12%) Monthly										
G. Total Monthly Billing (E+F)										
H. Total Annual Billing (G x 12)										
I. Supplies and Rental for motorcycle (P50,000.00 x 12)										
J. Fuel for Motorcycle (P5,000 x 12)										
K. Equipment (P8,000 x 12)										
L. GRAND TOTAL										

Note: When no price or a zero or a dash is indicated in a required item in the bid form, the same shall be construed that it is being offered for free to the Government, except those required by law or regulations to be provided for.

TOTAL: PESOS (AMOUNT IN WORDS) _____ (**P** _____)

Name: _____

Signature: _____

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