



**BULLETIN NO. 1**  
**PROCUREMENT OF JANITORIAL SERVICES PROVIDERCY2024**  
**(EARLY PROCUREMENT ACTIVITY)**  
**RO-PG2024-001-EPA**

14 November 2023

**TO ALL CONCERNED:**

Your attention is hereby invited to the following amendments and clarifications in the Bidding Documents:

**1. Schedule of Prices: Clarifications in the Provision for Agency Fee**

CLARIFICATION/QUESTION	ADDENDUM/ANSWER
<b>Provision for Agency Fee</b> (includes administrative overhead cost, equipment, tools, supplies, and materials)  Clarification on the applicability of the standard administrative fee of not less than 10% of the total contract cost pursuant to the 14 November 2011 DOLE Department Order (DO) No. 18-A providing a standard administrative fee of not less than 10% of the total contract cost for Service Agreement between the principal and the contractor.	In accordance with the Government Procurement and Policy Board (GPPB)  Resolution No. 14-2012 declaring Section 9(b)(ii) of the Department of Labor and Employment (DOLE) Department Order No. 18-A, violative of Article IX, Section 31 of Republic Act No. 9184 and its revised IRR, the MWSS RO BAC is unable to set a percentage ceiling for the Standard Administrative Fee. However, prospective bidders are reminded to comply with all existing labor laws and standards.

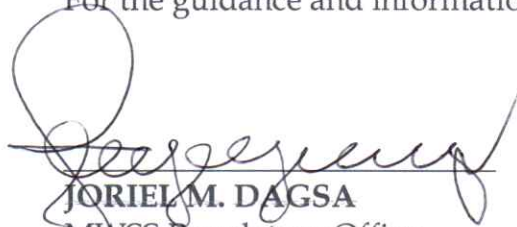
**2. Terms of Reference**

FROM	TO
<b>Recommending Approval:</b>  (unsigned) <b>CLAUDINE B. OROCIO-ISORENA</b> DA for Administration and Legal Affairs  <b>APPROVED:</b>  (unsigned) <b>PATRICK LESTER N. TY</b> Chief Regulator	<b>RECOMMENDING APPROVAL:</b>   <b>CLAUDINE B. OROCIO-ISORENA</b> DA for Administration and Legal Affairs  <b>APPROVED:</b>   <b>PATRICK LESTER N. TY</b> Chief Regulator



This Bulletin No. 1 shall form part of the Bidding Documents.

For the guidance and information of all concerned.



**JORIEL M. DAGSA**

MWSS Regulatory Office

Bids and Awards Committee

Katipunan Avenue, corner H. Ventura Street,

Barangay Pansol, Balara, Quezon City

Please acknowledge the receipt of this Bid Bulletin  
No. 1 for Contract No. RO-PG2024-001-EPA:

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Name over Signature

Date:

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Company/ Agency