

## Bid Data Sheet (BDS)

ITB Clause	
1.1	The Procuring Entity is <b><u>NATIONAL HOME MORTGAGE FINANCE CORPORATION</u></b> (hereinafter referred to as “NHMFC” for brevity)
1.2	<p>The name of the project is <b><u>Provision of Janitorial and Sanitation Services</u></b></p> <p>The project entails the winning bidder to provide <b>TWENTY TWO (22)</b> personnel for janitorial and sanitation services and one (1) Supervisor (free of charge).</p> <p>The goods are grouped into a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p>
2	<p>The Funding Source is The Government of the Philippines (GOP), National Home Mortgage Finance Corporation.</p> <p>The Approved Budget of the Contract (ABC) is <b>Five Million Eight Hundred Thousand Pesos (Php 5,800,000.00)</b>, inclusive of all taxes that may be imposed by the Government of the Philippines.</p>
5.1	No further instructions.
5.2	None of the circumstances mentioned in the <b>ITB</b> Clause exists in this Project. Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.
5.4	<p>Refer to the Instructions to Bidders.</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a) (iii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p>
5.5	No further instructions.
6.3	No further instructions.
7	<p>Refer to the Instructions to Bidders.</p> <p>No further instructions.</p>
8.1	Subcontracting of the contract or any part thereof is not allowed.

8.2	"Not applicable"
9.1	<b>The NHMFC will hold a pre-bid conference on August 10, 2018 (Friday) at 10:00 a.m. at the NHMFC Board Room, 5/F Filomena Building III, Amorsolo St., Legaspi Village, Makati City.</b>
10.1	<p>The NHMFC's address is:</p> <p>NATIONAL HOME MORTGAGE FINANCE CORPORATION          FILOMENA BUILDING III, 104 AMORSOLO STREET, LEGASPI VILLAGE,          MAKATI CITY</p> <p>Contact Person:          MARK NATALIO M. SUMISIM          Head, BAC Secretariat          (02) 8931501 local 367; 386  <u><a href="mailto:mark.sumisim@nhmfc.gov.ph">mark.sumisim@nhmfc.gov.ph</a></u></p>
12.1	No further instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
12.11(a)(iii)	Not Applicable.
13.1	No additional Requirements
13.2	<p>The ABC is <b>FIVE MILLION EIGHT HUNDRED THOUSAND PESOS (Php 5,800,000.00)</b>, inclusive of all taxes that may be imposed by the Government of the Philippines.</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
15.4(a)(iii)	No incidental services are required.
15.4(b)	Not applicable.
15.5	Bid Prices shall be fixed. Adjustable price proposals shall be treated as non-responsive and shall be rejected.
15.6	Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the NHMFC.

16.1(b)	The bid prices shall be quoted in Philippine Pesos.
18.5(a)(iv)	No further instructions.
17.1	Bids will be valid within one hundred twenty (120) calendar days from date of submission and opening of bids.
18.1	<p>The bid security shall be in the following amount:</p> <p style="padding-left: 40px;">2% of the Approved Budget for the Contract in the amount of One Hundred Sixteen Thousand Four Hundred Pesos (PHP 116,000.00) which may either be in the form of cash, cashier's check or manager's check or Bid-Securing Declaration.</p>
18.2	The bid security shall be valid within one hundred twenty (120) calendar days from date of submission and opening of bids.
18.5(a)(iv)	<p>Refer to the Instructions to Bidders.</p> <p>The additional grounds for forfeiture of bid security:</p> <ol style="list-style-type: none"> <li>1. Submission of eligibility requirements containing false information or falsified documents.</li> <li>2. Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.</li> <li>3. Allowing the use of one's name, or using the name of another for purposes of public bidding.</li> <li>4. Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.</li> <li>5. Refusal or failure to post the required performance security within the prescribed time.</li> <li>6. Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.</li> <li>7. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.</li> </ol>

	<p>8. Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.</p> <p>9. All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.</p>
18.5(b)(iii)	<p>Refer to the Instructions to Bidders.</p> <p>No further instructions.</p>
20.1	<p>Refer to the Instructions to Bidders.</p> <p>No further instructions.</p>
20.3	<p>Each Bidder shall submit one (1) original copy and four (4) copies each of the Bidder's Eligibility Requirement, Technical and Financial Proposals.</p>
21	<p>The address for submission of bids is:</p> <p><b>LOURDES C. BACANI</b>  C/O BAC SECRETARIAT  NATIONAL HOME MORTGAGE FINANCE CORPORATION  4/F, FILOMENA BUILDING III, 104 AMORSOLO STREET  LEGASPI VILLAGE, MAKATI CITY</p> <p>The deadline for submission of bids is on <b>August 28, 2018 (Tuesday) on or before 10:00 in the morning.</b></p> <p>To synchronize all bid activities for this Project, the official time clock to be used by the BAC shall be the wall clock found at the Ground Floor Lobby Guard, Filomena Building III, 104 Amorsolo St., Legaspi Village, Makati City.</p>
24.1	<p>The place of bid opening is <i>at the NHMFC BOARD ROOM, 5/F, FILOMENA BUILDING III, 104 AMORSOLO STREET, LEGASPI VILLAGE, MAKATI CITY</i></p> <p>The date and time of bid opening is <b>August 28, 2018 (Tuesday) at 10:00 in the morning.</b></p>
25.1	<p>Refer to the Instructions to Bidders.</p> <p>No further instructions.</p>
27.1	<p>No further instructions.</p>

28.3	The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
28.3(b)	Bidders shall only be allowed to modify their bids before the opening of bids and upon written request to the BAC.
28.5	Refer to the Instructions to Bidders. No further instructions.
29.2(b)	The Bidders have the option to submit manually filed tax returns or tax returns filed through the Electronic Filing and Payments System (EFPS).  NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.
29.2(d)	Not applicable
32.4(g)	No additional contract documents required.
34.2	The effective date of the Contract is upon issuance of the Notice to Proceed.