



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)**

Financial Center, Pasay City, Metro Manila 1308

**GSIS BIDS AND AWARDS COMMITTEE
FOR GOODS, SERVICES AND CONSULTANCY - CLUSTER I**

Project Title: **Procurement of Property Administration Services for
Pasig Central Business Park**

Bid Bulletin No. 1
24 April 2017

This bid bulletin is issued to amend the Bidding Documents for the project ***Procurement of Property Administration Services for Pasig Central Business Park***. This shall form an integral part of the Bidding Documents.

A. Section III. Bid Data Sheet

ITB Clause	From	To
12.1 (a) (vi)	<p>Audited financial statements for CY 2015, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>In case of Joint Venture, the company/party who submitted the Statement of All On-Going Government and Private Contracts must be the same company/party who must submit the Audited Financial Statements and NFCC computation.</p>	<p>Audited financial statements for CY 2015 or CY 2016 stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>In case of Joint Venture, the company/party who submitted the Statement of All On-Going Government and Private Contracts must be the same company/party who must submit the Audited Financial Statements and NFCC computation.</p>
29.2	<p>Post-Qualification Documents</p> <p>1. Latest Income Tax Return within the last six months (for monthly or quarterly tax remittance) or Annual Income Tax for CY 2015. (Only tax returns filed and taxes paid through the BIR EFPS shall be accepted)</p> <p>2. xxxx</p> <p>3. xxxx</p> <p>4. All parties to the Joint Venture shall submit the following:</p> <p>a. Latest Income Tax Return within the last six months (for monthly or quarterly tax</p>	<p>Post-Qualification Documents</p> <p>1. Latest Income Tax Return within the last six months (for monthly or quarterly tax remittance) or Annual Income Tax for CY 2015 or CY 2016. (Only tax returns filed and taxes paid through the BIR EFPS shall be accepted)</p> <p>2. xxxx</p> <p>3. xxxx</p> <p>4. All parties to the Joint Venture shall submit the following:</p> <p>a. Latest Income Tax Return within the last six months (for monthly or quarterly tax</p>

	remittance) or Annual Income Tax for CY 2015. (<i>Only tax returns filed and taxes paid through the BIR EFPS shall be accepted</i>) b. xxxx 5. xxxx 6. xxxx	remittance) or Annual Income Tax for CY 2015 or CY 2016. (<i>Only tax returns filed and taxes paid through the BIR EFPS shall be accepted</i>) b. xxxx 5. xxxx 6. xxxx
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Note: Changes shall also apply to the Checklist of Requirements in the Bidding Documents.

B. Section VI. Schedule of Requirements

Item Number	From	To
1	<p>Shall assign the following personnel to manage the Pasig Central Business Park's common areas:</p> <ul style="list-style-type: none"> • Property Administrator • Administrative Assistant • Minimum No. of Security Guards (three shifts at eight hours per shift) • Minimum No. of Janitors • Plumber • Electrical/Mechanical Technician 	<p>Shall assign the following personnel to manage the Pasig Central Business Park's common areas:</p> <p>(Chargeable to Property Administrator Fee)</p> <ul style="list-style-type: none"> • Property Administrator • Administrative Assistant <p>(Chargeable against CUSA charges)</p> <ul style="list-style-type: none"> • Minimum No. of Security Guards (three shifts at eight hours per shift) • Minimum No. of Janitors • Plumber • Electrical/Mechanical Technician

C. Section VII. Technical Specifications

Item	From	To
Services	<p><u>Building Maintenance and Administration</u></p> <p>a. xxxx</p> <p>(i) xxxx</p> <p>(ii) xxxx</p> <p>(iii) xxxx</p> <p>(iv) xxxx</p> <p>(v) xxxx</p>	<p><u>Building Maintenance and Administration</u></p> <p>a. xxxx</p> <p>(i) xxxx</p> <p>(ii) xxxx</p> <p>(iii) xxxx</p> <p>(iv) xxxx</p> <p>(v) xxxx</p> <p>(vi) Preparation of Monthly/Annual Budget for Operational Requirements as Property Administrator to ensure expenses are covered by the CUSA collection for</p>

	<p>b. xxxx <u>Lease Administration</u></p> <p>xxxx</p> <p><u>Collection Administration</u></p> <p>(a) xxxx (b) xxxx (c) Submit to Property Administration Department (PAD) a report on all expenses charge against CUSA collection on or before the 10th day of the following month, a copy of the monthly report on rental fee and duplicate copy of the Official Receipt (OR) showing the remittance of the amount of Management Fee charged against the CUSA monthly collection.</p> <p>(d) xxxx (e) xxxx (f) xxxx (g) Any CUSA variance reflecting deficit on its monthly operation should be immediately explained in writing not exceeding 5 working days of the following month.</p> <p>(h) The Property Administrator will directly remit to BIR the corresponding 12%VAT withheld form the CUSA collection.</p>	<p>the ensuing year to obviate budget deficit</p> <p>b. xxxx <u>Lease Administration</u></p> <p>xxxx</p> <p><u>Collection Administration</u></p> <p>(a) xxxx (b) xxxx (c) Submit to Property Administration Department (PAD) a report on all expenses including taxes imposed by BIR charged against CUSA collection on or before the 10th day of the following month, a copy of the monthly report on rental fee and duplicate copy of the Official Receipt (OR) showing the remittance of the amount of Management Fee charged against the CUSA monthly collection.</p> <p>(d) xxxx (e) xxxx (f) xxxx (g) Any CUSA variance (actual itemized expenses exceeds approved budget) reflecting deficit on its monthly operation should be immediately explained in writing not exceeding 5 working days of the following month.</p> <p>(h) The Property Administrator will directly remit to BIR the corresponding Net Vat payable withheld from the CUSA collection.</p>
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For the guidance and information of all concerned.

(Original Signed)
VP JASON C. TENG
Chairperson
 GBAC for Goods, Services
 and Consultancy, Cluster I