

Procurement of Manpower Services for Technical and Administrative Support for BCDA under a Three (3) -Year Service Contract

BID BULLETIN NO. 1

This Bid Bulletin clarifies the queries that were raised during the Pre-bid Conference on 20 April 2023 (Thursday) at 10:00 AM and queries sent through e-mail by prospective bidders, as well as other matters relative to the **Procurement of Manpower Services for Technical and Administrative Support for BCDA under a Three (3) -Year Service Contract**.

A. GENERAL QUERIES

QUERIES	CLARIFICATION/S
<p>1. Clarification on Section VII. Technical Specifications;</p> <p>In case of an outbreak of a disease, epidemic or pandemic, the Service Provider shall shoulder the cost of prevention and control measures, such as but not limited to the following: testing, disinfection facilities, hand sanitizers, personal protective equipment, signages, proper orientation and training of workers. No cost related or incidental to the prevention and control measures shall be charged directly or indirectly to its personnel or Workers.</p> <p><i>Clarification on whether the above-mentioned item shall be provided by the procuring entity or the winning bidder?</i></p>	<p>In view of DOLE Labor Advisory No. 18, s. 2020 or the <i>Guidelines on the Costs of COVID-19 Prevention and Control Measures</i>, BCDA, as the principal or client, may be charged for costs relating to the prevention and control of an outbreak of a disease, epidemic or pandemic.</p> <p>Please note, however, that the Labor Advisory did not provide for the maximum amount for said cost of prevention and control measures. As such, BCDA and the winning bidder shall first agree on the guidelines for the charges, manner of purchase, billing and payments relating to such costs, subject to compliance with the laws and appropriate auditing rules and regulations.</p>
<p>2. Clarification on Section III. Bid Data Sheet;</p> <p>a. The bidder must have completed, within the period specified in the Invitation to Bid a Single Contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>b. The bidder's SLCC, similar to the contract to be bid, should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.</p> <p><i>Can the prospective bidders submit contracts not similar to the project/s specified in the Terms of Reference?</i></p>	<p>The bidder must have completed, within the last five (5) years prior from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at least half of the percentage (25%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving supply of manpower</p>

	services that include technical and administrative services.						
3. Clarification on the computation of the administrative fee	<p>The administrative fee shall be computed as follows:</p> <p>G.1 Total Labor Cost per month x 10% Admin Fee</p> <table border="1"> <tr> <td>F</td> <td>TAXES AND PROFIT MARGIN</td> </tr> <tr> <td></td> <td>G.1 PROFIT (not less than 10% of total cost)</td> </tr> <tr> <td></td> <td>G.2 E-VAT (12%)</td> </tr> </table>	F	TAXES AND PROFIT MARGIN		G.1 PROFIT (not less than 10% of total cost)		G.2 E-VAT (12%)
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4. Clarification on Section VII. Technical Specifications; Cost Component/s (Monthly) Item no. 3 Taxes and allowance for profit: <ul style="list-style-type: none"> Administrative fee of not less than ten percent (10%) of the total contract cost allowed under Section 11 (b).ii of DOLE Department Order No. 174, s. 2017. <p><i>For the Administration Fee, whether the minimum of 10% can be increased?</i></p>	<p>NO. The administrative fee used in the computation is 10%.</p>						
5. Clarification on Section VII. Technical Specifications; Cost Components (Monthly) Item no. 2 Remittances/Contributions to Government Institutions using latest rates: <ul style="list-style-type: none"> SSS Premium contributions; PhilHealth contributions; PagIBIG Fund contributions; Employees Compensation Commission (ECC); and Others as mandated by applicable laws. <p><i>For the Labor Cost Structure, whether the prospective bidder can use the Labor cost for Philhealth is 4.5% or the existing 4% cost instead?</i></p>	<p>The PhilHealth premium rate to be used for purposes of the computation of the bid is 4.5%.</p>						

B. OTHER CLARIFICATIONS

1. Invitation to Bid (Item No. 2)

The BCDA now invites bids for the Manpower Services for Technical and Administrative Support for BCDA. Delivery of the Goods and Services is required for the first one (1) year of

the Contract which may be renewed every year thereafter, at the option of BCDA and subject to a satisfactory result of the performance evaluation up to a maximum period of Three (3) Years. Bidders should have completed, within five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project, **equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at least Twenty-Five Percent (25%) of the ABC.** The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

2. Bid Data Sheet (ITB Clause 5.3)

The bidder must have completed, within the last five (5) years prior from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at least half of the percentage (25%) of the ABC.

For this purpose, contracts similar to the Project shall be: Manpower Services for Technical and Administrative Support under a service contract.

3. Section VII. Technical Specifications

The Service Provider shall make arrangements with any reputable Philippine commercial bank to provide Automated **Teller** Machine (ATM) services to its personnel through which payment of the personnel's wages shall be coursed through.

Other Conditions Regarding Evaluation:

Technical Oral Presentation at the Bid Opening Date regarding the Company's Profile

A 5-minute oral presentation by the bidder on his/her company profile shall be done prior to opening of financial bids. Only those bidders who are compliant with the eligibility and technical requirements shall make the oral presentation.

Qualification of the Bidders:

- Be duly registered with the Department of Labor and Employment (DOLE);
- Be duly registered with the Bureau of Internal Revenue (BIR);
- Be duly registered with the Securities and Exchange Commission (SEC) for corporations and partnerships or the Department of Trade and Industry (DTI) for sole proprietorship;
- Must be duly certified to ISO 9001:2015 Standard or its equivalent applicable to the service provided at the time of bidding process and throughout the contract duration;
- Be duly registered with PhilGEPS; and
- Be an active employer registered with the following agencies:
 - Social Security System (SSS);
 - Home Development Mutual Fund (PagIBIG Fund); and
 - Philippine Health Insurance Corporation (PhilHealth)

Please be reminded that all queries after the issuance of this Bid Bulletin will no longer be entertained.

Moreover, please take note of the following schedule:

Activities	Date/Schedule
Deadline for Request for Clarification, if any	22 April 2023 (Saturday)
Issuance of Bid Bulletin, if any	26 April 2023 (Wednesday)
Deadline for Submission of the ff: <ul style="list-style-type: none"> • Eligibility Requirements • Financial Proposal 	03 May 2023 (Wednesday) at 9:00 AM
Opening of Bids	03 May 2023 (Wednesday) at 10:00 AM

The above changes further amend the bidding documents, accordingly. **The Opening of Bids will be conducted face-to-face** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City**, However, the bidders may opt to attend online via zoom. A written request shall be made/e-mailed to the BAC-G Secretariat by the prospective bidders.

For those attending in person, please consider the following guidelines:

- Attendees to the Opening of Bids are expected to follow the BCDA Health Protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

Issued on **26 April 2023 (Wednesday)**.

BIDS AND AWARDS COMMITTEE FOR GOODS

By:


RICHARD BRIAN M. CEPE
Chairperson