

# **BASES CONVERSION AND DEVELOPMENT AUTHORITY**

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

**November 2021**

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## **Glossary of Acronyms, Terms, and Abbreviations**

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as Proposal and Tender. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind,

maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as civil works or works. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure projects or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

## *Invitation to Bid*

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

- The BASES CONVERSION AND DEVELOPMENT AUTHORITY (hereinafter referred to as BCDA), through the 2023 Corporate Operating Budget and 2023 General Appropriations Act (GAA), intends to apply the sum of **One Hundred Fourteen Million Five Hundred Ten Thousand One Hundred and 68/100 Pesos (Php 114,510,100.68)**, inclusive of VAT and all other applicable government taxes, fees, and charges, being the Approved Budget for the Contracts (ABCs) **for the first year only**, to payments under contracts for the bidding of **Manpower Services for Technical and Administrative Support for BCDA under a Three (3)-year service contract**, broken down as follows;

Particular	Source of Budget	Amount (PhP)
BCDA	Corporate Operating Budget (COB)	91,148,740.32
SCRIP	General Appropriations Act Budget (GAA)	23,361,360.36
	<b>TOTAL ABC</b>	<b>PhP 114,510,100.68</b>

Bids received in excess of the ABC shall be automatically rejected at bid opening.

- 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. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
- Bidding will be conducted through competitive bidding procedure using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is limited to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock

belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Prospective Bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below during business hours from **8:00 AM to 5:00 PM** and/or at the BCDA website (<https://bcda.gov.ph/bids>).
5. A complete set of Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City, starting **13 April 2023 up to 02 May 2023 from 8:00 AM to 5:00 PM** except Saturdays, Sundays and Holidays, and until **09:00 AM on 03 May 2023**, upon payment of an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB.

The cost of the bidding documents is **Php50,000.00**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in cash, manager's check or via online fund transfer to BCDA Account*.

The Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA ([www.bcda.gov.ph](http://www.bcda.gov.ph)). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. The BCDA will hold a Pre-Bid Conference on **20 April 2023 at 10:00 AM** at the BCDA Corporate Center, 2F Bonifacio Technology Center (BTC), BGC, Taguig City and/or through video conferencing or webcasting via zoom or google meet, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat on or before **03 May 2023 at 09:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **03 May 2023 at 10:00 AM** on the same address given above. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.
10. The Pre-bid Conference and the Opening of Bids are hybrid events. Prospective bidders may choose to attend online via zoom or in person at the BTC Office.

For those attending in person, the following guidelines must be followed:



- Attendees to the Pre-bid Conference and Opening of Bids will be required 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.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
12. BCDA reserves the right to accept or reject any bid, to annul or cancel the bidding process, to declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BAC for Goods Secretariat  
(02) 8575-1700  
[bacsecretariat@bcda.gov.ph](mailto:bacsecretariat@bcda.gov.ph)

Issuance Date of Bidding Documents: **13 April 2023**

## **BIDS AND AWARDS COMMITTEE FOR GOODS**

By:

  
**RICHARD BRIAN M. CEPE**  
Chairperson

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, BCDA wishes to receive Bids for the *Manpower Services for Technical and Administrative Support for BCDA under a three-year service contract* as described in the Technical Specification herein the bidding documents (hereinafter referred to as the “Goods”), as described in Section VII. Technical Specification.

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for the Manpower Services for Technical and Administrative Support for BCDA under a three (3)-year service contract in the amount of **One Hundred Fourteen Million Five Hundred Ten Thousand One Hundred and 68/100 Pesos (Php114,510,100.68)**, inclusive of government taxes and fees.

2.2. The source of funding is the BCDA 2023 Corporate Operating Budget and 2023 General Appropriations Act.

### **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2.
  - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
    - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
    - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
    - iii. When the Goods sought to be procured are not available from local suppliers; or
    - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **20 April 2023** at **10:00 AM** at the **BCDA Corporate Center, 2<sup>nd</sup> Floor, Bonifacio Technology Center 31<sup>st</sup> Street corner 2<sup>nd</sup> Avenue, Bonifacio Global City Taguig City** and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the **BDS**.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

## **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and Bid Security shall be valid until one hundred twenty (120) calendar days from the deadline of submission of bid date. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

**Each Bidder shall submit one copy of the first and second components of its Bid.**

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the project or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these project or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
One Project having several items, that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**

## *Section III. Bid Data Sheet*

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="text-align: center;"><b><i>Manpower Services for Technical and Administrative Support under a service contract.</i></b></p> <p>The Bidder must have completed a <b>single contract</b> that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC and completed within five (5) years prior to the date of submission and receipt of bids.</p>								
7.1	Subcontracting is not allowed.								
12	The price of other (incidental) services, if any, as listed in <b>Section VII (Technical Specifications).</b>								
14.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>Php2,290,202.01</b> which is <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php5,725,505.03</b> which is <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</li> </ul>								
19.3	<p>Any Bids received in excess of the ABC shall not be accepted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>APP Code</i></th> <th style="text-align: center;"><i>Description</i></th> <th style="text-align: center;"><i>Qty</i></th> <th style="text-align: center;"><i>ABC</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">BG2023-083 BG2023-225</td> <td style="text-align: center;">Manpower Services for Technical and Administrative Support</td> <td style="text-align: center;">194</td> <td style="text-align: center;">114,510,100.68</td> </tr> </tbody> </table> <p style="text-align: center;"><b>*inclusive of VAT</b> and all other applicable government taxes, fees, and charges.</p> <p>Bids received in excess of the ABC shall be automatically rejected at bid opening.</p>	<i>APP Code</i>	<i>Description</i>	<i>Qty</i>	<i>ABC</i>	BG2023-083 BG2023-225	Manpower Services for Technical and Administrative Support	194	114,510,100.68
<i>APP Code</i>	<i>Description</i>	<i>Qty</i>	<i>ABC</i>						
BG2023-083 BG2023-225	Manpower Services for Technical and Administrative Support	194	114,510,100.68						
21.2	<ul style="list-style-type: none"> <li>a. Blacklisted consultants or service providers shall not be allowed to participate in the bidding.</li> <li>b. The bidder must have completed, within the period specified in the Invitation to Bid a <b>Single Contract</b> that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</li> <li>c. 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.</li> </ul>								



- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>d. The cost proposal shall be inclusive of all applicable taxes, fees and other charges relative to the bid.</li><li>e. The bid price shall be written in words and figures in the prescribed form. In case of discrepancy between the words and figures, <b>the written in words shall prevail.</b></li><li>f. The bidding shall be conducted on the date, time, and location as published in the Invitation to Bid. The bid date will be schedule for one (1) day and the sequence of bidding will be as follows:<ul style="list-style-type: none"><li>- Opening of Eligibility and Technical Documents</li><li>- Opening of Financial Bid</li></ul></li><li>g. The Contract for the <i>Manpower Services for Technical and Administrative Support for BCDA</i> shall be awarded to the bidder who is declared as the “Lowest Calculated and Responsive Bid”.</li><li>h. In case of a tie, after the post qualification the provisions of the GPPB Circular 05-2005 (Tie Breaking Method) shall apply.</li><li>i. In accordance with the GPPB Non-Policy Memorandum dated 03 November 2014 (Section 32.2.1(a) of the Revised Implementing Rules and Regulation of RA 9184), zero (0) bid in any item is considered non-compliant.</li><li>j. A bid price higher than the specified ABC, shall automatically be disqualified.</li></ul> |
|--|--|

## ***Section IV. General Conditions of Contract***

### **1. Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

### **2. Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

### **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## *Section V. Special Conditions of Contract*

GCC Clause	
1	<p>Terms of Reference (TOR) or Technical Specification attached as Section VII</p> <p>Delivery and Documents</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are to be delivered in Taguig City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative is the Human Resource Management Department (HRMD).</p> <p>Incidental Services</p> <p>The Supplier is required to provide all services specified in Section VI.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
2	<p>Partial payment is not allowed.</p> <p>The BCDA hereby covenants to pay the Contractor in consideration of the execution and completion of the Manpower Services, the Contract Price or such other sum as may become payable under the provisions of this agreement at the times and in the manner prescribed by this Agreement.</p>

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivered, Weeks/Months
<b>TECHNICAL AND ADMINISTRATIVE SUPPORT SERVICES</b>			Within 30 calendar days from receipt of Notice to Proceed
1	Administrative Assistant	10	
2	Administrative Clerk	5	
3	Architect	3	
4	Assist. Security Manager.	1	
5	BAC Secretariat I	3	
6	Budget Assistant	1	
7	CAD Operator	1	
8	Cartographer	1	
9	Corporate Communication Assistant	2	
10	Corporate Planning Officer	1	
11	Creative Marketing Specialist	1	
12	Deputy Project Manager	1	
13	Developer	1	
14	Docket Officer	2	
15	Engineer I	2	
16	Engineer II (Cost Engineer)	1	

17	Engineer II (Project Engineer)	7	
18	Engineering II (Quality Control Engineer)	2	
19	Engineer III (Quantity Surveyor)	1	
20	Engineer III (Resident Engineer)	6	
21	Events Assistant	1	
22	Events Associate	1	
23	Events Manager	1	
24	Executive Secretary	1	
25	Financial Analyst	1	
26	Head and Chief Security Officer	1	
27	Human Resource Administrative Officer (Psychometrician)	1	
28	Junior Accountant	5	
29	Junior Engineer	7	
30	Junior HR Associate	1	
31	Land Acquisition And Titling Technical Support	1	
32	Liaison Assistant	5	
33	Liaison Officer I	2	
34	Liaison Officer II	2	
35	Marketing Associate	1	
36	Nurse/Human Resource Assistant	2	

37	Office Engineer	1	
38	Procurement Clerk	1	
39	Project Development Officer I	3	
40	Project Development Officer II	9	
41	Project Development Officer III	4	
42	Receptionist (BTP)	1	
43	Reproduction Machine Operator/Records Aide	1	
44	Right-of-way Negotiator	4	
45	Security Officer	1	
46	Senior Administrative Assistant	11	
47	Senior Corporate Communications Officer	1	
48	Engineer IV (Senior Electrical Engineer)	1	
49	Senior HR Associate (GAD Specialist)	1	
50	Senior Marketing and Promotions Officer	1	
51	Engineer IV (Senior Materials Engineer)	1	
52	Senior Project Development Officer	2	
53	Senior Public Relations Officer	1	
54	Social Development Assistant	10	
55	Sr. Infrastructure Devt. Officer	1	

56	Sr. Project Development Officer, Task Force-NCC Utilities	1	
57	Sr. Security Officer	1	
58	IT Support and Help Desk Technician II	4	
59	IT Support and Help Desk Technician III	1	
60	Survey Aide	4	
61	Technical Assistant	6	
<b>SCRIP</b>			
1	Project Manager	1	Within 30 calendar days from receipt of Notice to Proceed
2	Public Relation Officer	1	
3	Secretary/Encoder	3	
4	Engineer IV (Bridge /Viaduct Engineer)	1	
5	Engineer IV (Senior Materials Engineer)	1	
6	Engineer IV (Geodetic Engineer)	1	
7	Engineer IV (Senior Cost Engineer)	1	
8	Engineer II (Project Engineer)	4	
9	CAD Operator	2	
10	Senior Land Acquisition Officer	1	
11	Senior Community Relations Officer	1	
12	Paralegal I	1	
13	Paralegal II	1	



14	Environmental Officer	2	
15	Land Acquisition Officer I	2	
16	Land Acquisition Officer II	3	
17	Land Acquisition Officer III	2	
18	Community Relations Officer I	1	
19	Community Relation Officer II	2	
20	Administrative Group Head	1	
21	Human Resource Officer	1	
22	Procurement Officer	1	
23	Document Specialist I	1	
24	SCRP Budget Officer	1	
25	SCRP Accountant	1	

***Bidder's Authorized Representative:***

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## *Section VII. Technical Specifications*

ITEMS	TECHNICAL SPECIFICATIONS	Statement of Compliance	
		<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manpower requirements, as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p>	
	<p><b>Procurement of Manpower Services for Technical and Administrative Support for BCDA under a Three-Year Service Contract</b></p>		
<b>Technical and Administrative Support</b>		COMPLIANT	NON COMPLIANT
	<p><b>Areas of Coverage/Place of Assignment</b></p> <p>BCDA corporate offices and facilities in Bonifacio Global City and Pamayanang Diego Silang in Taguig City</p> <p>BCDA corporate offices in One West Offices in Clark and field offices for New Clark City/SCTEX Projects in Pampanga and Tarlac</p>		

Bataan Technology Park in Morong, Bataan		
<p><b>Duration of Contract</b></p> <p>The contract shall have a duration of three (3) years, effective <b>01 June 2023 to 31 May 2026</b>, subject to satisfactory result of the semestral Performance Evaluation and Inspections (PEI).</p> <p>Based on the unsatisfactory PEI, BCDA may pre-terminate the contract for failure of the Service Provider to perform its obligations in accordance with the Guidelines on Termination of Contracts (Annex I of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184).</p> <p>Upon the expiration of the three (3) year contract, BCDA may opt to extend the contract on a periodic month-to-month basis but not to exceed an aggregate period of one year upon terms and condition mutually acceptable to the parties concerned, provided that all the conditions set forth in the Revised guidelines on the extension of contracts for general support service (Appendix 24 of the 2016 Revised Implementing Rules and Regulation of R.A No. 9184)</p>		
<p><b>Approved Budget of the Contract</b></p>		
<p>The Approved Budget for the Contract (ABC) for technical and administrative support services shall be Pesos: <b>One Hundred Fourteen Million Five Hundred Ten Thousand One Hundred and 68/100 Pesos (Php114,510,100.68)</b> for the first year only.</p>		
<p>All bid prices for the duration of one (1) year shall be fixed, but may be adjusted during the contract implementation only under the following circumstances: (1) under extraordinary circumstances and upon prior approval of the Government Procurement Policy Board (GPPB) pursuant to Sec. 61.1 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184; <b>(2) in case the cost of the contract is affected by any applicable new laws, ordinances, regulations, or other acts of the Government of the Philippines (GoP) pursuant to Sec. 61.2 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184;</b> or (3) Increases or decreases in the number of personnel during the term of the Contract, as deemed necessary which should be compliant with RA No. 9184 and its 2016 RIRR, certain issuances of oversight agencies and other agencies, such as, but not limited to, the Civil Service Commission (CSC), Department of Budget and Management (DBM), Commission on Audit (COA), among others.</p>		
<p><b>Qualifications of the Bidders</b></p> <p>Qualified bidders must:</p> <p>Have completed, within the last five (5) years 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, or two</p>		

<p>similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving supply of manpower services that include technical and administrative support services;</p> <p>Be duly registered with the Department of Labor and Employment (DOLE);</p> <p>Be duly registered with the Bureau of Internal Revenue (BIR);</p> <p>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;</p> <p>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;</p> <p>Be duly registered with PhilGEPS; and</p> <p>Be an active employer registered with the following agencies:</p> <ul style="list-style-type: none"> <li>● Social Security System (SSS);</li> <li>● Home Development Mutual Fund (PagIBIG Fund); and</li> <li>● Philippine Health Insurance Corporation (PhilHealth).</li> </ul>		
<p><b>Manpower Requirements:</b></p> <p><b>194 personnel</b> to provide the following services:</p> <ul style="list-style-type: none"> <li>● Technical Services</li> <li>● Administrative Services</li> </ul>		
<p>The number of manpower requirements and services shall increase or decrease at any point within the contract period at the discretion of BCDA.</p>		
<p><b>Working Days/Hours</b></p>		
<p>All personnel shall render eight (8) hours of work daily, five (5) days a week, from Mondays to Fridays (generally, unless otherwise indicated), twenty-two (22) working days in a month, except on legal holidays and the personnel's designated rest days.</p>		
<p>Only the actual number of workdays and man-hours services rendered shall be used for billing purposes.</p>		
<p><b>General Terms and Conditions</b></p>		
<p>The daily minimum wage rate as determined by the Regional Tripartite Wages Board and Productivity Board having jurisdiction over the area of operation shall be the benchmark for wages, where applicable.</p>		

	<p>Services rendered out of regular working hours must be duly authorized by CLIENT to be rendered by the Service Provider personnel. As the case may be the Service Provider shall charge the CLIENT with overtime premium, night differential and holiday pay, whenever is applicable.</p> <p>Guidelines and procedures for the processing/billing of overtime pay shall be in accordance with existing rules and regulations of the CLIENT, subject to applicable labor laws, and accounting and auditing rules and regulations.</p>		
	<p>The Service Provider shall provide its personnel with compensation and benefits compliant with existing labor laws, including the necessary social security and other benefits mandated by law in addition to the direct compensation as payment of their services.</p>		
	<p>The Service Provider shall ensure and guarantee that the salaries and benefits of its personnel deployed in BCDA are properly paid on time in accordance with law. The Service Provider shall acknowledge the right of BCDA to conduct payroll audit at any given time during the contract period.</p>		
	<p>The Service Provider shall provide and advance the release of per diem of concerned personnel in case of approved local travels outside of their place of assignment, which shall not be subject to administrative fee. The cost appurtenant thereto shall be included in the billing statement to be charged to BCDA with the duly approved travel order from BCDA attached therein.</p>		
	<p>The daily wages shall be adjusted correspondingly if any law, order, rule or regulation is promulgated or issued increasing the minimum wage, if applicable, or providing for payment of additional employee benefits.</p>		
	<p>The Service Provider must ensure that the workers to be deployed to BCDA are issued a fit to work certificate by a licensed medical practitioner.</p> <p>In addition the service provider must conduct an annual physical examination for its personnel deployed in BCDA at their own cost.</p>		
	<p>The Service Provider must assign a Liaison Officer at their own cost to report at least two (2) times a week at the BCDA offices in BGC, Taguig and Onewest, Clarkfield, Pampanga.</p>		
	<p>The Service Provider must include Gender Sensitivity Training and Basic Occupational Standard and Health Training to their employees who will be assigned to BCDA within six (6) months from the effectivity of the service contract.</p>		

	The Service Provider shall issue a payslip to every payday detailing the salaries received and all deductions due to each personnel.		
	The Service Provider, in the performance of its services, shall secure and maintain at its own expense all registration, licenses or permits required by national and local laws. It shall comply with the rules and regulations of regulatory authorities and bodies. Relative thereto, the Service Provider shall be required to apply for the renewal of its Certificate of Registration thirty (30) days before the expiration of its registration with DOLE if said registration will expire within the contract period. It shall submit to BCDA a certification from the DOLE that its application is in process.		
	The Service Provider shall assume full responsibility in all cases including accident, injury or illness incurred in the performance of duty, for any claim that its personnel may make by reason of their employment.		
	In case of 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.		
	The Service Provider shall ensure that, in case of absences of its personnel, relievers and/or replacements with the same qualifications and/or competence as required by BCDA are available at all times to ensure continuous and uninterrupted service.		
	BCDA shall inform the Service Provider if any of its personnel has not been performing satisfactorily, has been remiss in the performance of his/her duties and/or has been found liable for committing acts detrimental to BCDA and/or the latter's Project/s, and following due process, the Service Provider shall cause the replacement of the subject personnel at any time if he/she has been found guilty of such. BCDA may request the Service Provider to assign/deploy such additional number of personnel as may be necessary or warranted.		
	The Service Provider shall consider the minimum qualification standards and level of competence required by BCDA for the services to be performed in the hiring of personnel to be assigned at BCDA. However, the Service Provider may hire the present personnel performing manpower services for BCDA.		
	The Service Provider shall answer for and indemnify BCDA for the cost of any damage to or loss of BCDA's property which is due or sustained through the fault or negligence of its personnel.		

	The Service Provider’s personnel shall abide by BCDA’s policies, rules and regulations.		
	The Service Provider’s personnel shall submit themselves to all security and safety protocols of BCDA.		
	The Service Provider shall not charge BCDA with administrative fee for any non-regular/non statutory benefits that may be granted to its personnel, whether in monetary or non-monetary form.		
	The Service Provider shall provide a dedicated representative/coordinator who shall be on-call to address all concerns regarding the deployment of its personnel to BCDA.		
	The Service Provider and its personnel shall hold and maintain confidential all information which may come into their possession or knowledge in connection with the performance of the services, and not make use thereof other than for the performance of the services under the Service Contract or as mandated by BCDA. The confidentiality obligation of the Service Provider and its personnel shall remain effective even beyond the termination of the Service Contract, within reason and as provided for by law.		
	Nothing herein shall be construed as establishing an employer-employee relationship between BCDA and the Service Provider and the latter’s employees who will be assigned to BCDA. The Service Provider shall at all times be personally and directly responsible for the personnel under its employ. Accordingly, the Service Provider shall be solely responsible for compliance with existing laws, rules and regulations governing employer-employee relationship and payment of employees’ compensation, benefits and other remunerations mandated by law, including all other consequences of such relationship.		
	Performance of the Service Provider shall be subject to an appraisal system to be administered semestraly and shall have the composite valuation of the different departments of BCDA. The performance criteria shall include, among others, the following: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.		
	The procurement for manpower services must be consistent with RA 9184 and its IRR.		
	<b>Billings</b>		
	Billings shall be submitted semi-monthly within seven (7) days from cut-off date. The cut-off date shall be as follows: <ul style="list-style-type: none"> <li>● Every 5<sup>th</sup> day of the succeeding month; and</li> <li>● Every 20<sup>th</sup> day of the month.</li> </ul>		

	Billings shall be based on the actual number of days worked and shall include legal holidays with corresponding items of payments.		
	Except for justifiable reasons, billing shall be paid within fifteen (15) working days from date of receipt by BCDA provided that all documentary requirements are complete.		
	BCDA has the right to make the necessary deductions from the claims of the Service Provider and/or the bond posted by the Service Provider for the purpose by reason of non-payment or refusal by the Service Provider to pay the salaries, allowances and other dues to the service personnel on time at prescribed rates provided herein and in pertinent laws.		
	<b>Contributions to Pertinent Agencies</b>		
	The Service Provider shall submit on a monthly basis certified true copies of proofs of payment/remittance of all its obligations under the provisions of the SSS Law, Employees Compensation Act, PhilHealth, PagIBIG Fund, and other pertinent statutes presently in force and effect.		
	<b>ATM Services</b>		
	The Service Provider shall make arrangements with any reputable Philippine commercial bank to provide Automated Time Machine (ATM) services to its personnel through which payment of the personnel's wages shall be coursed through.		
	<b>Cost Components (Monthly)</b>		
	<p>There are Three (3) major components of the bid price:</p> <ol style="list-style-type: none"> <li>1) Direct Labor Cost, which includes the following: <ul style="list-style-type: none"> <li>● Basic Pay for eight (8) hours work per day;</li> <li>● Monthly COLA;</li> <li>● Five-day Incentive Leave Pay; and</li> <li>● 13<sup>th</sup> Month Pay.</li> </ul> </li> <li>2) Remittances/Contributions to Government Institutions using latest rates: <ul style="list-style-type: none"> <li>● SSS Premium contributions;</li> <li>● PhilHealth contributions;</li> <li>● PagIBIG Fund contributions;</li> <li>● Employees Compensation Commission (ECC); and</li> <li>● Others as mandated by applicable laws.</li> </ul> </li> <li>3) Taxes and allowance for profit: <ul style="list-style-type: none"> <li>● 12% E-VAT as mandated by law or the applicable tax rate in accordance with law; and</li> <li>● 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.</li> </ul> </li> </ol>		
	<b>Scope of Work/Schedule of Requirements/ Monthly Basic Salary</b>		



	<i>Qualifications per position:</i>		
1	ADMINISTRATIVE ASSISTANT Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: Six (6) months of relevant experience Training: 2 hours of relevant training Salary: 19,272.00		
2	ADMINISTRATIVE CLERK Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: None Required Training: None required Salary: 15,356.00		
3	ARCHITECT II Education: Bachelor's degree in Architecture Experience: One (1) year of relevant experience Training: 4 hours of relevant training Others: RA 1080 Salary: 33,418.00		
4	ASSISTANT SECURITY MANAGER Education: Bachelor's degree relevant to the job Experience: Four (4) years of relevant experience or two (2) years in position/s involving management and supervision Training: 24 hours of relevant training Others: RA 1080 or appropriate licenses/certification Must have passed neuro-psychiatric examination Salary: 71,192.00		
5	BAC SECRETARIAT I Education: Bachelor's degree Experience: Two (2) years of relevant experience Training: 8 hours of relevant training Salary: 33,418.00		
6	BUDGET ASSISTANT Education: Bachelor's degree relevant to the job Experience: One (1) year and six (6) months of relevant experience Training: 4 hours of relevant training Salary: 29,678.00		
7	CAD OPERATOR Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: 4 hours of relevant training Salary: 29,678.00		
8	CARTOGRAPHER Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: Two (2) years of relevant experience Training: 8 hours of relevant training Salary: 33,418.00		
9	CORPORATE COMMUNICATION ASSISTANT Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training or		

	Belong to top 10% of graduating class in lieu of experience and training requirements Salary: 25,058.00		
10	CORPORATE PLANNING ANALYST Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: 4 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement Salary: 29,678.00		
11	CREATIVE MARKETING SPECIALIST Education: Bachelor's degree Experience: Two (2) years of relevant experience Training: 8 hours of relevant training Salary: 33,418.00		
12	DEPUTY PROJECT MANAGER Education: Bachelor's degree in Engineering relevant to the job Experience: Three (3) years of relevant experience Training: 16 hours of relevant training Others: RA 1080 Salary: 42,416.00		
13	DEVELOPER Education: Bachelor's degree relevant to the job Experience: One (1) year and Six (6) months of relevant experience Training: Four (4) hours of relevant training Others: Expertise in current computer hardware and software; Ability to use one or more development language (Javascript, Google App Script, PHP, HTML, etc.); Strong communication skills; Ability to work in a team; Eye for detail and identifying problems; An understanding of business; and Analytical and commercial experience. Salary: 29,678.00		
14	DOCKET OFFICER Education: Bachelor's degree Experience: One (1) year of relevant experience Training: Four (4) hours relevant training Salary: 25,058.00		
15	ENGINEER I Education: Bachelor's degree in Engineering relevant to the job Experience: One (1) year of relevant experience Training: 4 hours of relevant training Others: RA 1080 Salary: 29,678.00		
16	ENGINEER II (COST ENGINEER) Education: Bachelor's degree in Engineering relevant to the job Experience: Two (2) years of relevant experience Training: 8 hours of relevant training Others: RA 1080 Salary: 33,418.00		
17	ENGINEER II (PROJECT ENGINEER) Education: Bachelor's degree in Engineering relevant to the job Experience: Two (2) years of relevant experience Training: 8 hours of relevant training Others: RA 1080		

	Salary: 33,418.00		
18	ENGINEER II (QUALITY CONTROL ENGINEER) Education: Bachelor's degree in Engineering relevant to the job Experience: Two (2) years of relevant experience Training: 8 hours of relevant training Others: RA 1080 Salary: 33,418.00		
19	ENGINEER III (QUANTITY SURVEYOR) Education: Bachelor's degree in Engineering relevant to the job Experience: Three (3) years of relevant experience Training: 16 hours of relevant training Others: RA 1080 Salary: 42,416.00		
20	ENGINEER III (RESIDENT ENGINEER) Education: Bachelor's degree in Engineering relevant to the job Experience: Three (3) years of relevant experience Training: 16 hours of relevant training Others: RA 1080 Salary: 42,416.00		
21	EVENTS ASSISTANT Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: Six (6) months of relevant experience Training: 2 hours of relevant training Salary: 19,272.00		
22	EVENTS ASSOCIATE Education: Bachelor's degree Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training Salary: 25,058.00		
23	EVENTS MANAGER Education: Bachelor's degree Experience: Three (3) years of relevant experience Training: 16 hours of relevant training Salary: 42,416.00		
24	EXECUTIVE SECRETARY Education: Bachelor's degree relevant to the job Experience: Four (4) years of relevant experience Training: 16 hours of relevant training Salary: 58,388.00		
25	FINANCIAL ANALYST Education: Bachelor's degree in Accountancy Experience: Three (3) years of relevant experience Training: 16 hours of relevant training Others: RA 1080 Salary: 42,416.00		
26	HEAD AND CHIEF SECURITY OFFICER Education: Bachelor's degree relevant to the job Experience: Five (5) years of relevant experience or four (4) years in position/s involving management and supervision Training: 40 hours of relevant training Others: RA 1080 or appropriate licenses/certification		

	Must have passed neuro-psychiatric examination Salary: 98,282.00		
27	HUMAN RESOURCE ADMINISTRATIVE OFFICER (PSYCHOMETRICIAN) Education: Bachelor's Degree in Psychology Experience: Two (2) years of relevant experience Training: 8 hours of relevant training OR Belong to top 10% of graduating class in lieu of experience and training requirement Others: RA 1080 / Licensed and Registered Psychometrician Salary: 33,418.00		
28	JUNIOR ACCOUNTANT Education: Bachelor's degree in Accountancy Experience: Three (3) years of relevant experience Training: 16 hours of relevant training Others: RA 1080 Salary: 42,416.00		
29	JUNIOR ENGINEER Education: Bachelor's degree in Engineering relevant to the job Experience: None required Training: None required Others: RA 1080 Salary: 25,058.00		
30	JUNIOR HR ASSOCIATE Education: Bachelor's degree Experience: Two (2) years of relevant experience Training: 8 hours of relevant training requirement Salary: 33,418.00		
31	LAND ACQUISITION AND TITLING TECHNICAL SUPPORT II Education: Bachelor's degree relevant to the job Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training Salary: 25,058.00		
32	LIAISON ASSISTANT Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: Six (6) months of relevant experience Training: 2 hours of relevant training Salary: 19,272.00		
33	LIAISON OFFICER I Education: Bachelor's degree relevant to the job Experience: One (1) year and six (6) months of relevant experience Training: 4 hours of relevant training Salary: 29,678.00		
34	LIAISON OFFICER II Education: Bachelor's degree relevant to the job Experience: Three (3) year of relevant experience Training: 16 hours of relevant training Salary: 42,416.00		
35	MARKETING ASSOCIATE Education: Bachelor's degree Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training Salary: 25,058.00		

36	<p>NURSE/HUMAN RESOURCE ASSISTANT  Education: Bachelor's degree relevant to the job  Experience: One (1) year and Six (6) months of relevant experience  Training: 4 hours of relevant training or  Belong to top 10% of graduating class in lieu of experience and training requirement  Others: RA 1080 - NURSE  Salary: 28,952.00</p>		
37	<p>OFFICE ENGINEER  Education: Bachelor's degree in Engineering relevant to the job  Experience: None required  Training: None required  Others: RA 1080  Salary: 25,058.00</p>		
38	<p>PROCUREMENT CLERK  Education: Senior High School Graduate or completion of relevant vocational/trade course  Experience: One (1) year of relevant experience  Training: Four (4) hours of relevant training  Salary: 19,272.00</p>		
39	<p>PROJECT DEVELOPMENT OFFICER I  Education: Bachelor's degree relevant to the job  Experience: Two (2) year of relevant experience  Training: Eight (8) hours of relevant training  Others: RA 1080  Salary: 33,418.00</p>		
40	<p>PROJECT DEVELOPMENT OFFICER II  Education: Bachelor's degree relevant to the job  Experience: Three (3) year of relevant experience  Training: Sixteen (16) hours of relevant training  Others: RA 1080  Salary: 42,416.00</p>		
41	<p>PROJECT DEVELOPMENT OFFICER III  Education: Bachelor's degree relevant to the job  Experience: Four (4) year of relevant experience  Training: 16 hours of relevant training  Others: RA 1080  Salary: 58,388.00</p>		
42	<p>RECEPTIONIST (BTP)  Education: Senior High School Graduate or completion of relevant vocational/trade course  Experience: None Required  Training: None required  Salary: 15,356.00</p>		
43	<p>REPRODUCTION MACHINE OPERATOR/RECORDS AIDE  Education: Senior High School Graduate or completion of relevant vocational/trade course  Experience: None Required  Training: None required  Salary: 14,630.00</p>		
44	<p>RIGHT-OF-WAY NEGOTIATOR  Education: Bachelor's degree  Experience: One (1) year of relevant experience  Training: Four (4) hours of relevant training  Salary: 25,058.00</p>		

45	SECURITY OFFICER Education: Bachelor's degree relevant to the job Experience: One (1) year and Six (6) months of relevant experience Training: Four (4) hours of relevant training Salary: 29,678.00		
46	SENIOR ADMINISTRATIVE ASSISTANT Education: Bachelor's degree Experience: One (1) year of relevant experience or possessing appropriate skills mastery Training: Four (4) hours of relevant training Salary: 25,058.00		
47	SENIOR CORPORATE COMMUNICATIONS OFFICER Education: Bachelor's degree relevant to the job Experience: Four (4) years of relevant experience Training: Sixteen (16) hours of relevant training Salary: 58,388.00		
48	ENGINEER IV (SENIOR ELECTRICAL ENGINEER) Education: Bachelor's degree in Engineering relevant to the job Experience: Four (4) years of relevant experience Training: Sixteen (16) hours of relevant training Others: RA 1080 Salary: 58,388.00		
49	SENIOR HR ASSOCIATE (GAD SPECIALIST) Education: Bachelor's degree Experience: Three (3) years of relevant experience Training: Sixteen (16) hours of relevant training Salary: 42,416.00		
50	SENIOR MARKETING AND PROMOTIONS OFFICER Education: Bachelor's degree Experience: Four (4) years of relevant experience Training: 16 hours of relevant training Salary: 58,388.00		
51	ENGINEER IV (SENIOR MATERIALS ENGINEER) Education: Bachelor's degree in Engineering relevant to the job Experience: Four (4) years of relevant experience Training: Sixteen (16) hours of relevant training Others: RA 1080 Salary: 58,388.00		
52	SENIOR PROJECT DEVELOPMENT OFFICER Education: Bachelor's degree relevant to the job Experience: Four (4) years of relevant experience or two (2) years in position/s involving management and supervision Training: Twenty Four (24) hours of relevant training Salary: 71,192.00		
53	SENIOR PUBLIC RELATIONS OFFICER Education: Bachelor's degree relevant to the job Experience: Four (4) years of relevant experience Training: Sixteen (16) hours of relevant training Salary: 58,388.00		
54	SOCIAL DEVELOPMENT ASSISTANT Education: Bachelor's degree Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training Salary: 25,058.00		

55	<p>SENIOR INFRASTRUCTURE DEVELOPMENT OFFICER  Education: Bachelor's degree relevant to the job  Experience: Four (4) years of relevant experience or two (2) years in position/s involving management and supervision  Training: Twenty Four (24) hours of relevant training  Others: RA 1080 relevant to the job  Salary: 72,324.00</p>		
56	<p>SR. PROJECT DEVELOPMENT OFFICER, TASK FORCE-NCC UTILITIES  Education: Bachelor's degree relevant to the job  Experience: Four (4) years of relevant experience or two (2) years in position/s involving management and supervision  Training: Twenty Four (24) hours of relevant training  Others: RA 1080 relevant to the job  Salary: 72,324.00</p>		
57	<p>SR. SECURITY OFFICER  Education: Bachelor's degree relevant to the job  Experience: Three (3) years of relevant experience  Training: 16 hours of relevant training  Others: RA 1080 or appropriate licenses/certification; Must have passed neuro-psychiatric examination  Salary: 43,542.00</p>		
58	<p>IT SUPPORT AND HELP DESK TECHNICIAN II  Education: Senior High School Graduate or completion of relevant vocational/trade course  Experience: Six (6) months of relevant experience  Training: 2 hours of relevant training  Salary: 19,272.00</p>		
59	<p>IT SUPPORT AND HELP DESK TECHNICIAN III  Education: Senior High School Graduate or completion of relevant vocational/trade course  Experience: One (1) year of relevant experience  Training: Four (4) hours of relevant training  Salary: 25,058.00</p>		
60	<p>SURVEY AIDE  Education: Bachelor's degree  Experience: One (1) year of relevant experience  Training: Four (4) hours of relevant training  Salary: 25,058.00</p>		
61	<p>TECHNICAL ASSISTANT  Education: Bachelor's degree  Experience: One (1) year of relevant experience  Training: Four (4) hours of relevant training  Salary: 25,058.00</p>		
	<b>SCRIP</b>		
1	<p>Project Manager  Education: Bachelor's degree  Experience: Five (5) years of relevant experience or four (4) years in position/s involving management and supervision  Training: 40 hours of relevant training  Others: RA 1080 or appropriate certification for functions involving practice of profession  Salary: 86,350.00</p>		

2	<p>Public Relation Officer  Education: Bachelor's degree  Experience: Three (3) years of relevant experience  Training: 16 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession  Salary: 58,388.00</p>		
3	<p>Secretary/Encoder  Education: Completion of two (2) years of college or relevant vocational/trade course  Experience: Three (3) years of relevant experience or possessing appropriate competency/skills mastery  Training: None required  Salary: 19,272.00</p>		
4	<p>Engineer IV (Bridge /Viaduct Engineer)  Education: Bachelor's degree  Experience: Three (3) years of relevant experience  Training: 16 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession  Salary: 58,388.00</p>		
5	<p>Engineer IV (Senior Materials Engineer)  Education: Bachelor's degree  Experience: Three (3) years of relevant experience  Training: 16 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession  Salary: 58,388.00</p>		
6	<p>Engineer IV (Geodetic Engineer)  Education: Bachelor's degree  Experience: Three (3) years of relevant experience  Training: 16 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession  Salary: 58,388.00</p>		
7	<p>Engineer IV (Senior Cost Engineer)  Education: Bachelor's degree  Experience: Three (3) years of relevant experience  Training: 16 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession  Salary: 58,388.00</p>		
8	<p>Engineer II (Project Engineer)  Education: Bachelor's degree  Experience: Five (5) years of relevant experience or four (4) years in position/s involving management and supervision  Training: 24 hours of relevant training</p>		



	Others: RA 1080 or appropriate certification for functions involving practice of profession Salary: 33,418.00		
9	CAD Operator Education: Bachelor's degree Experience: One (1) year of relevant experience Training: 4 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement Salary: 29,678.00		
10	Senior Land Acquisition Officer Education: Bachelor's degree Experience: Three (3) years of relevant experience Training: 16 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession Salary: 58,388.00		
11	Senior Community Relations Officer Education: Bachelor's degree Experience: Three (3) years of relevant experience Training: 16 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession Salary: 58,388.00		
12	Paralegal I Education: Bachelor's degree Experience: Two (2) years of relevant experience Training: 8 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession Salary: 33,418.00		
13	Paralegal II Education: Bachelor's degree Experience: Three (3) years of relevant experience Training: 16 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession Salary: 42,416.00		
14	Environmental Officer Education: Bachelor's degree Experience: Two (2) years of relevant experience Training: 8 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession Salary: 25,058.00		

15	Land Acquisition Officer I Education: Bachelor's degree Experience: One (1) year of relevant experience or possessing appropriate skills mastery Training: None required Salary: 19,272.00		
16	Land Acquisition Officer II Education: Bachelor's degree Experience: One (1) year of relevant experience Training: 4 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement Salary: 25,058.00		
17	Land Acquisition Officer III Education: Bachelor's degree Experience: Two (2) years of relevant experience Training: 8 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession Salary: 29,678.00		
18	Community Relations Officer I Education: Bachelor's degree Experience: One (1) year of relevant experience Training: 4 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement Salary: 19,272.00		
19	Community Relations Officer II Education: Bachelor's degree Experience: One (1) year of relevant experience or possessing appropriate skills mastery Training: None required Salary: 25,058.00		
20	Administrative Group Head Education: Bachelor's degree Experience: Three (3) years of relevant experience Training: 16 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession Salary: 58,388.00		
21	Human Resource Officer Education: Bachelor's degree Experience: One (1) year of relevant experience Training: 4 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement Salary: 25,058.00		
22	Procurement Officer Education: Bachelor's degree Experience: Two (2) years of relevant experience		

	<p>Training: 8 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession Salary: 29,678.00</p>		
23	<p>Document Specialist I Education: Bachelor's degree Experience: One (1) year of relevant experience Training: 4 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement Salary: 25,058.00</p>		
24	<p>SCRP Budget Officer Education: Bachelor's degree Experience: Two (2) years of relevant experience Training: 8 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement or RA 1080 for functions involving practice of profession Salary: 33,418.00</p>		
25	<p>SCRP Accountant Education: Bachelor's degree Experience: One (1) year of relevant experience Training: 4 hours of relevant training or possessing appropriate competency/ skills mastery or belonging to top 10% of graduating class in lieu of experience and training requirement Salary: 29,678.00</p>		
	<b>Posting of Bond</b>		
	<p>The Service Provider shall post in favor of BCDA a bond equivalent to the total labor cost for one (1) month for all personnel under the contract, which will answer for the wages due the personnel assigned should the Service Provider fail to pay the same.</p>		
	<b>Performance Security</b>		
	<p>Prior to the signing of the Contract/Service Agreement, the Service Provider shall post in favor of BCDA a Performance Security to guarantee its faithful performance of all obligations and undertakings under the Contract. The Performance Security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:</p> <ul style="list-style-type: none"> <li>● Cash or cashier's/manager's check issued by a Universal or Commercial Bank. Five percent (5%);</li> <li>● Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. Five percent (5%); or</li> </ul>		

	<ul style="list-style-type: none"> <li>• Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. Thirty percent (30%).</li> </ul>		
	<b>Liquidated Damages</b>		
	<p>In accordance with RA 9184 and its Revised IRR, the amount of liquidated damages, which shall answer for the breach of the Service Provider, shall be at least equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion of the Contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Total Contract Price, BCDA may automatically rescind/terminate the Contract, without prejudice to other remedies it may have under the Contract and existing laws.</p> <p>The amount of liquidated damages shall be deducted from any money due or which may become due to the Service Provider, or collected from any securities or warranties posted by the Service Provider, whichever is convenient to the BCDA.</p>		
	<b>Qualification, Bid Evaluation, Awarding and Other Conditions</b>		
	<p>Eligibility and Declaration of Winning Bidder</p> <ul style="list-style-type: none"> <li>• Only the bids of proponents declared as eligible based on the <b>Checklist of Requirements for Bidders</b> (see <b>Section IX</b> of the Bid Documents) shall be opened.</li> <li>• The eligibility requirements envelope shall be opened first and the <b>Technical Specifications Compliance Form</b> (see <b>Section VII</b> of the Bid Documents) shall be evaluated for compliance; thereafter, the financial bid/s of the eligible proponent/s who have passed the technical specifications shall be opened for evaluation.</li> <li>• The eligible proponent with the <b>Lowest Calculated Bid / Single Calculated Bid</b> (i.e., has complied with all technical specifications and has submitted the lowest price) shall undergo the post-qualification process.</li> <li>• After passing the post-qualification process, the proponent with the <b>Lowest Calculated Bid (LCB)/ Single Calculated Bid (SCB)</b> shall be declared as the proponent with the <b>Lowest Calculated and Responsive Bid (LCRB)/ Single Calculated and Responsive Bid (SCRB)</b> and shall thereafter be declared as the winning bidder.</li> </ul> <p>Resolution of Cases Involving a Tie among Bidders</p> <ul style="list-style-type: none"> <li>• In the event of a tie among bidders after the Bid Opening, BCDA shall continue the process of Bid Evaluation and Post-Qualification and only upon declaration that two or more of the bidders are determined as LCRBs will a tie be considered among the bids.</li> </ul>		

	<ul style="list-style-type: none"> <li>BCDA will bring the concerned bidders to agree on a nondiscretionary/non-discriminatory tie-breaking method or selection criteria based on sheer luck or chance.</li> </ul>		
	<b>Other Conditions Regarding Evaluation</b>		
	<b>Technical Oral Presentation at the Bid Opening Date regarding the Company's Profile</b>		
	<p>BCDA reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.</p> <p>BCDA reserves the right to reject the proposal of any bidder who:</p> <ul style="list-style-type: none"> <li>does not offer the required services as provided for in this Terms of Reference;</li> <li>is discovered to have suppressed, disclosed or falsified information; or</li> <li>failed to satisfactorily perform/complete any contract previously taken.</li> </ul> <p>BCDA reserves the right to review other relevant information affecting the proponent or the proposal or the qualifications of the bidder at any stage of the procurement if BCDA has reasonable grounds to believe that a misrepresentation has been made by the said bidder, or that there has been a change in the bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of its proposals, BCDA may disqualify the proponent from obtaining the award/contract.</p> <p>Any attempt by a bidder to influence the BAC or its authorized representatives in the evaluation of the bids or contract award decisions shall result in the rejection of its bid or revocation of award as the case may be, and the application of other sanctions and remedies provided by law.</p>		
	<b>Immediate Provision of Services/Manpower Personnel</b>		
	The winning bidder shall provide the goods and services required starting <b>01 June 2023</b> subject to the finalization and execution of the contract.		
	<p><b>Contract Signing</b></p> <p>Within ten (10) calendar days after the issuance of the Notice of Award (NOA), the winning bidder shall enter into a Service Agreement provided that all the documentary requirements are submitted.</p>		

***Bidder's Authorized Representative:***

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

# ***Section VIII. Checklist of Technical and Financial Documents***

## **Checklist of Technical and Financial Documents**

### **I. TECHNICAL COMPONENT ENVELOPE**

#### ***Class “A” Documents***

##### *Legal Documents*

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

##### *Technical Documents*

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

##### *Financial Documents*

- (g) The Supplier’s audited financial statements for 2021 or 2022, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (h) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class “B” Documents**

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (j) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

- (l) Original of duly signed and accomplished Financial Bid Form; **and**
- (m) Original of duly signed and accomplished Price Schedule(s)



## Section IX.

### Bidding Forms

#### Bid Form

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Date: \_\_\_\_\_

Invitation to Bid No.(reference no.): \_\_\_\_\_

To: BASES CONVERSION AND DEVELOPMENT AUTHORITY  
2<sup>nd</sup> Floor Bonifacio Technology Center  
31<sup>st</sup> St., Cor. 2<sup>nd</sup> Ave., Bonifacio Global City  
Taguig City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as

evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**

*[shall be submitted with the Bid if the bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page  
 \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x(col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of:

\_\_\_\_\_

## **Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### **AFFIDAVIT**

*I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:*

1. *[Select one, delete the other:]*

*[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];*

*[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];*

2. *[Select one, delete the other:]*

*[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;*

*[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.);];*

3. *[Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;***
4. *Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;*
5. *[Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;*
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;*

*[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Department or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;*

*[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;*

7. *[Name of Bidder] complies with existing labor laws and standards; and*
8. *[Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:*
  - a. *Carefully examining all of the Bidding Documents;*
  - b. *Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;*
  - c. *Making an estimate of the facilities available and needed for the contract to be bid, if any; and*
  - d. *Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].*

9. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

*IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.*

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

*Affiant*

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

### **BID SECURING DECLARATION**

**Project Identification No.(reference no.): *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE] [Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Sample Forms: Goods and Services for Ongoing and Completed Contracts

SF-G&S-19A

### Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<b><u>Government Contracts:</u></b>							
1.							
2.							
<b><u>Private Contracts:</u></b>							
1.							
2.							
<b>Total Amount:</b>							

\*Continue in a separate sheet if necessary..

Submitted by : \_\_\_\_\_  
 Signature over Printed Name of Authorized Representative

Date : \_\_\_\_\_

**Note:**

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).]



**Statement of Single Largest Completed Contract (SLCC)  
Similar in Nature to the Contract to be Bid**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : \_\_\_\_\_  
 Signature over Printed Name of Authorized Representative

Date : \_\_\_\_\_

**Note:**

This statement shall be supported by ANY of the following:

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:  
 NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

$K = 15$

Submitted by:

\_\_\_\_\_  
 Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
 Signature of Authorized Representative

Date : \_\_\_\_\_

**NOTE:**

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

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

**SCHEDULE OF BIDDING ACTIVITIES**

No.	ACTIVITIES	DATE/SCHEDULE
1	Pre-procurement Conference	03 April 2023
2	Posting / Publication (BCDA Website, PhilGEPS, BCDA Premises & Newspaper)	13 April 2023
3	Issuance of Bid Documents	13 April 2023 - 03 May 2023
4	<b>Pre-Bid Conference</b>	10:00 AM, 20 April 2023
5	Deadline for Request for Clarification, if any	22 April 2023
6	Issuance of Bid Bulletin, if any	26 April 2023
7	<b>Deadline for Submission of the ff: Eligibility Requirements, Technical Proposals, and Financial Proposal</b>	9:00 AM, 03 May 2023
8	<b>Opening of the ff: Eligibility Requirements, Technical Proposals, and Financial Proposal</b>	10:00 AM, 03 May 2023
9	Bid Evaluation (TWG 's detailed evaluation of the submitted bids)	04-08 May 2023
10	Presentation of detailed bid evaluation	1:00 PM, 8 May 2023
11	Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification	8 May 2023
12	Post Qualification on the Bidder with LCB or succeeding LCB (if any)	9-16 May 2023
13	Deliberation by BAC of the Results of Post qualification	17 May 2023
14	Issuance of BAC's Recommendation (based on the Results of Post-Qual)	On or before 19 May 2023
15	Approval of BAC Resolution and Issuance of Notice of Award*	On or before 26 May 2023
16	Issuance of Notice to Proceed and Contract Signing	On or before 31 May 2023

*\*Subject to change*



**COST STRUCTURE FOR EACH POSITION**

<b>POSITION TITLE</b>	<b>ADMINISTRATIVE ASSISTANT</b>	<b>ADMINISTRATIVE CLERK</b>	<b>ARCHITECT II</b>	<b>ASST. SECURITY MANAGER</b>	<b>BAC SECRETARIAT 1</b>	<b>BUDGET ASSISTANT</b>	<b>CAD OPERATOR</b>	<b>CARTOGRAPHER</b>	<b>CORPORATE COMMUNICATIO N ASSISTANT</b>	<b>CORPORATE PLANNING ANALYST</b>	<b>CREATIVE MARKETING SPECIALIST</b>	<b>DEPUTY PROJECT MANAGER</b>	<b>DEVELOPER</b>	<b>DOCKET OFFICER</b>	<b>ENGINEER I</b>	<b>ENGINEER II (COST ENGINEER)</b>
<b>NUMBER OF PERSONNEL</b>	10	5	3	1	3	1	1	1	2	1	1	1	1	2	2	1
<b>JOB LEVEL</b>	4	3	7	10	7	6	6	7	5	6	7	8	6	5	6	7
NUMBER OF WORKING DAYS IN A MONTH	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
DAILY RATE	P 876.00	P 698.00	P 1,519.00	P 3,236.00	P 1,519.00	P 1,349.00	P 1,349.00	P 1,519.00	P 1,139.00	P 1,349.00	P 1,519.00	P 1,928.00	P 1,349.00	P 1,139.00	P 1,349.00	P 1,519.00
<b>DIRECT LABOR COST</b>																
<b>Monthly Basic Pay</b>	19,272.00	15,356.00	33,418.00	71,192.00	33,418.00	29,678.00	29,678.00	33,418.00	25,058.00	29,678.00	33,418.00	42,416.00	29,678.00	25,058.00	29,678.00	33,418.00
Monthly COLA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5 Day Incentive Pay	365.00	290.83	632.92	1,348.33	632.92	562.08	562.08	632.92	474.58	562.08	632.92	803.33	562.08	474.58	562.08	632.92
13th Month Pay	1,606.00	1,279.67	2,784.83	5,932.67	2,784.83	2,473.17	2,473.17	2,784.83	2,088.17	2,473.17	2,784.83	3,534.67	2,473.17	2,088.17	2,473.17	2,784.83
<b>A TOTAL DIRECT LABOR COST</b>	21,243.00	16,926.50	36,835.75	78,473.00	36,835.75	32,713.25	32,713.25	36,835.75	27,620.75	32,713.25	36,835.75	46,754.00	32,713.25	27,620.75	32,713.25	36,835.75
	212,430.00	84,632.50	110,507.25	78,473.00	110,507.25	32,713.25	32,713.25	36,835.75	55,241.50	32,713.25	36,835.75	46,754.00	32,713.25	55,241.50	65,426.50	36,835.75
<b>DUE TO GOVERNMENT</b>																
SSS Employer Share	1,852.50	1,472.50	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,422.50	2,850.00	2,850.00	2,850.00	2,850.00	2,422.50	2,850.00	2,850.00
Philhealth Employer Share	433.62	345.51	751.91	1,601.82	751.91	667.76	667.76	751.91	563.81	667.76	751.91	954.36	667.76	563.81	667.76	751.91
Employee Compensation	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Pag-IBIG Employer Share	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
<b>B TOTAL DUE TO GOVERNMENT</b>	2,416.12	1,948.01	3,731.91	4,581.82	3,731.91	3,647.76	3,647.76	3,731.91	3,116.31	3,647.76	3,731.91	3,934.36	3,647.76	3,116.31	3,647.76	3,731.91
	24,161.20	9,740.05	11,195.73	4,581.82	11,195.73	3,647.76	3,647.76	3,731.91	6,232.62	3,647.76	3,731.91	3,934.36	3,647.76	6,232.62	7,295.52	3,731.91
<b>C TOTAL LABOR COST PER HEAD PER MONTH</b>	23,659.12	18,874.51	40,567.66	83,054.82	40,567.66	36,361.01	36,361.01	40,567.66	30,737.06	36,361.01	40,567.66	50,688.36	36,361.01	30,737.06	36,361.01	40,567.66
<b>D MULTIPLIED BY NUMBER OF PERSONNEL</b>	10	5	3	1	3	1	1	1	2	1	1	1	1	2	2	1
<b>E TOTAL LABOR COST PER MONTH</b>	236,591.20	94,372.55	121,702.98	83,054.82	121,702.98	36,361.01	36,361.01	40,567.66	61,474.12	36,361.01	40,567.66	50,688.36	36,361.01	61,474.12	72,722.02	40,567.66
<b>F TAXES AND PROFIT MARGIN</b>																
G.1 PROFIT (not less than 10% of total cost)																
G.2 E-VAT (12%)																
<b>G CONTRACT RATE PER MONTH PER POSITION</b>																
<b>H TOTAL CONTRACT PRICE PER MONTH</b>																
<b>I TOTAL CONTRACT PRICE PER YEAR</b>																
<b>J CONTRACT PRICE PER MONTH PER EMPLOYEE</b>																

\*note: Premiums for SSS, PhilHealth, ECC, and Pag-IBIG were based on the latest government issuance/s.

**COST STRUCTURE FOR EACH POSITION**

POSITION TITLE	ENGINEER II (PROJECT ENGINEER)	ENGINEER II (QUALITY CONTROL ENGINEER)	ENGINEER III (QUANTITY SURVEYOR)	ENGINEER III (RESIDENT ENGINEER)	EVENTS ASSISTANT	EVENTS ASSOCIATE	EVENTS MANAGER	EXECUTIVE SECRETARY	FINANCIAL ANALYST	HEAD AND CHIEF SECURITY OFFICER	HUMAN RESOURCE ADMINISTRAT E OFFICER (PSYCHOMETRI CIAN)	IT SUPPORT/HELP DESK TECHNICIAN II	JUNIOR ACCOUNTANT	JUNIOR ENGINEER	JUNIOR HR ASSOCIATE	LAND ACQUISITION AND TITLING TECHNICAL SUPPORT II
NUMBER OF PERSONNEL	7	2	1	6	1	1	1	1	1	1	1	1	5	7	1	1
JOB LEVEL	7	7	8	8	4	5	8	9	8	11	7	4	8	5	7	5
NUMBER OF WORKING DAYS IN A MONTH	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
DAILY RATE	P 1,519.00	P 1,519.00	P 1,928.00	P 1,928.00	P 876.00	P 1,139.00	P 1,928.00	P 2,654.00	P 1,928.00	P 4,467.36	P 1,519.00	P 876.00	P 1,928.00	P 1,139.00	P 1,519.00	P 1,139.00
<b>DIRECT LABOR COST</b>																
Monthly Basic Pay	33,418.00	33,418.00	42,416.00	42,416.00	19,272.00	25,058.00	42,416.00	58,388.00	42,416.00	98,282.00	33,418.00	19,272.00	42,416.00	25,058.00	33,418.00	25,058.00
Monthly COLA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5 Day Incentive Pay	632.92	632.92	803.33	803.33	365.00	474.58	803.33	1,105.83	803.33	1,861.40	632.92	365.00	803.33	474.58	632.92	474.58
13th Month Pay	2,784.83	2,784.83	3,534.67	3,534.67	1,606.00	2,088.17	3,534.67	4,865.67	3,534.67	8,190.17	2,784.83	1,606.00	3,534.67	2,088.17	2,784.83	2,088.17
<b>A TOTAL DIRECT LABOR COST</b>	<b>36,835.75</b>	<b>36,835.75</b>	<b>46,754.00</b>	<b>46,754.00</b>	<b>21,243.00</b>	<b>27,620.75</b>	<b>46,754.00</b>	<b>64,359.50</b>	<b>46,754.00</b>	<b>108,333.57</b>	<b>36,835.75</b>	<b>21,243.00</b>	<b>46,754.00</b>	<b>27,620.75</b>	<b>36,835.75</b>	<b>27,620.75</b>
	257,850.25	73,671.50	46,754.00	280,524.00	21,243.00	27,620.75	46,754.00	64,359.50	46,754.00	108,333.57	36,835.75	21,243.00	233,770.00	193,345.25	36,835.75	27,620.75
<b>DUE TO GOVERNMENT</b>																
SSS Employer Share	2,850.00	2,850.00	2,850.00	2,850.00	1,852.50	2,422.50	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	1,852.50	2,850.00	2,422.50	2,850.00	2,422.50
Philhealth Employer Share	751.91	751.91	954.36	954.36	433.62	563.81	954.36	1,313.73	954.36	2,211.35	751.91	433.62	954.36	563.81	751.91	563.81
Employee Compensation	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Pag-IBIG Employer Share	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
<b>B TOTAL DUE TO GOVERNMENT</b>	<b>3,731.91</b>	<b>3,731.91</b>	<b>3,934.36</b>	<b>3,934.36</b>	<b>2,416.12</b>	<b>3,116.31</b>	<b>3,934.36</b>	<b>4,293.73</b>	<b>3,934.36</b>	<b>5,191.35</b>	<b>3,731.91</b>	<b>2,416.12</b>	<b>3,934.36</b>	<b>3,116.31</b>	<b>3,731.91</b>	<b>3,116.31</b>
	26,123.37	7,463.82	3,934.36	23,606.16	2,416.12	3,116.31	3,934.36	4,293.73	3,934.36	5,191.35	3,731.91	2,416.12	19,671.80	21,814.17	3,731.91	3,116.31
<b>C TOTAL LABOR COST PER HEAD PER MONTH</b>	<b>40,567.66</b>	<b>40,567.66</b>	<b>50,688.36</b>	<b>50,688.36</b>	<b>23,659.12</b>	<b>30,737.06</b>	<b>50,688.36</b>	<b>68,653.23</b>	<b>50,688.36</b>	<b>113,524.92</b>	<b>40,567.66</b>	<b>23,659.12</b>	<b>50,688.36</b>	<b>30,737.06</b>	<b>40,567.66</b>	<b>30,737.06</b>
<b>D MULTIPLIED BY NUMBER OF PERSONNEL</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>1</b>
<b>E TOTAL LABOR COST PER MONTH</b>	<b>283,973.62</b>	<b>81,135.32</b>	<b>50,688.36</b>	<b>304,130.16</b>	<b>23,659.12</b>	<b>30,737.06</b>	<b>50,688.36</b>	<b>68,653.23</b>	<b>50,688.36</b>	<b>113,524.92</b>	<b>40,567.66</b>	<b>23,659.12</b>	<b>253,441.80</b>	<b>215,159.42</b>	<b>40,567.66</b>	<b>30,737.06</b>
<b>F TAXES AND PROFIT MARGIN</b>																
G.1 PROFIT (not less than 10% of total cost)																
G.2 E-VAT (12%)																
<b>G CONTRACT RATE PER MONTH PER POSITION</b>																
<b>H TOTAL CONTRACT PRICE PER MONTH</b>																
<b>I TOTAL CONTRACT PRICE PER YEAR</b>																
<b>J CONTRACT PRICE PER MONTH PER EMPLOYEE</b>																

\*note: Premiums for SSS, PhilHealth, ECC, and Pag-IBIG were based on the latest government issuance/s.

**COST STRUCTURE FOR EACH POSITION**

<b>POSITION TITLE</b>	<b>LIAISON ASSISTANT</b>	<b>LIAISON OFFICER I</b>	<b>LIAISON OFFICER II</b>	<b>MARKETING ASSOCIATE</b>	<b>NURSE/HUMAN RESOURCE ASSISTANT</b>	<b>OFFICE ENGINEER</b>	<b>PROCUREMENT CLERK</b>	<b>PROJECT DEVELOPMENT OFFICER I</b>	<b>PROJECT DEVELOPMENT OFFICER II</b>	<b>PROJECT DEVELOPMENT OFFICER III</b>	<b>RECEPTIONIST (BTP)</b>	<b>REPRODUCTION MACHINE OPERATOR/ RECORDS AIDE</b>	<b>RIGHT-OF-WAY NEGOTIATOR</b>	<b>SECURITY OFFICER</b>	<b>SENIOR ADMINISTRATIVE ASSISTANT</b>	<b>SENIOR CORPORATE COMMUNICATIONS OFFICER</b>
<b>NUMBER OF PERSONNEL</b>	5	2	2	1	2	1	1	3	9	4	1	1	4	1	11	1
<b>JOB LEVEL</b>	4	6	8	5	6	5	4	7	8	9	3	2	5	6	5	9
NUMBER OF WORKING DAYS IN A MONTH	22	22	22	22	22	22	22	22	22	22	22	26	22	22	22	22
DAILY RATE	P 876.00	P 1,349.00	P 1,928.00	P 1,139.00	P 1,316.00	P 1,139.00	P 876.00	P 1,519.00	P 1,928.00	P 2,654.00	P 698.00	P 562.69	P 1,139.00	P 1,349.00	P 1,139.00	P 2,654.00
<b>DIRECT LABOR COST</b>																
<b>Monthly Basic Pay</b>	<b>19,272.00</b>	<b>29,678.00</b>	<b>42,416.00</b>	<b>25,058.00</b>	<b>28,952.00</b>	<b>25,058.00</b>	<b>19,272.00</b>	<b>33,418.00</b>	<b>42,416.00</b>	<b>58,388.00</b>	<b>15,356.00</b>	<b>14,630.00</b>	<b>25,058.00</b>	<b>29,678.00</b>	<b>25,058.00</b>	<b>58,388.00</b>
Monthly COLA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5 Day Incentive Pay	365.00	562.08	803.33	474.58	548.33	474.58	365.00	632.92	803.33	1,105.83	290.83	234.46	474.58	562.08	474.58	1,105.83
13th Month Pay	1,606.00	2,473.17	3,534.67	2,088.17	2,412.67	2,088.17	1,606.00	2,784.83	3,534.67	4,865.67	1,279.67	1,219.17	2,088.17	2,473.17	2,088.17	4,865.67
<b>A TOTAL DIRECT LABOR COST</b>	<b>21,243.00</b>	<b>32,713.25</b>	<b>46,754.00</b>	<b>27,620.75</b>	<b>31,913.00</b>	<b>27,620.75</b>	<b>21,243.00</b>	<b>36,835.75</b>	<b>46,754.00</b>	<b>64,359.50</b>	<b>16,926.50</b>	<b>16,083.63</b>	<b>27,620.75</b>	<b>32,713.25</b>	<b>27,620.75</b>	<b>64,359.50</b>
	106,215.00	65,426.50	93,508.00	27,620.75	63,826.00	27,620.75	21,243.00	110,507.25	420,786.00	257,438.00	16,926.50	16,083.63	110,483.00	32,713.25	303,828.25	64,359.50
<b>DUE TO GOVERNMENT</b>																
SSS Employer Share	1,852.50	2,850.00	2,850.00	2,422.50	2,802.50	2,422.50	1,852.50	2,850.00	2,850.00	2,850.00	1,472.50	1,425.00	2,422.50	2,850.00	2,422.50	2,850.00
Philhealth Employer Share	433.62	667.76	954.36	563.81	651.42	563.81	433.62	751.91	954.36	1,313.73	345.51	329.18	563.81	667.76	563.81	1,313.73
Employee Compensation	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Pag-IBIG Employer Share	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
<b>B TOTAL DUE TO GOVERNMENT</b>	<b>2,416.12</b>	<b>3,647.76</b>	<b>3,934.36</b>	<b>3,116.31</b>	<b>3,583.92</b>	<b>3,116.31</b>	<b>2,416.12</b>	<b>3,731.91</b>	<b>3,934.36</b>	<b>4,293.73</b>	<b>1,948.01</b>	<b>1,884.18</b>	<b>3,116.31</b>	<b>3,647.76</b>	<b>3,116.31</b>	<b>4,293.73</b>
	12,080.60	7,295.52	7,868.72	3,116.31	7,167.84	3,116.31	2,416.12	11,195.73	35,409.24	17,174.92	1,948.01	1,884.18	12,465.24	3,647.76	34,279.41	4,293.73
<b>C TOTAL LABOR COST PER HEAD PER MONTH</b>	23,659.12	36,361.01	50,688.36	30,737.06	35,496.92	30,737.06	23,659.12	40,567.66	50,688.36	68,653.23	18,874.51	17,967.81	30,737.06	36,361.01	30,737.06	68,653.23
<b>D MULTIPLIED BY NUMBER OF PERSONNEL</b>	5	2	2	1	2	1	1	3	9	4	1	1	4	1	11	1
<b>E TOTAL LABOR COST PER MONTH</b>	118,295.60	72,722.02	101,376.72	30,737.06	70,993.84	30,737.06	23,659.12	121,702.98	456,195.24	274,612.92	18,874.51	17,967.81	122,948.24	36,361.01	338,107.66	68,653.23
<b>F TAXES AND PROFIT MARGIN</b>																
G.1 PROFIT (not less than 10% of total cost)																
G.2 E-VAT (12%)																
<b>G CONTRACT RATE PER MONTH PER POSITION</b>																
<b>H TOTAL CONTRACT PRICE PER MONTH</b>																
<b>I TOTAL CONTRACT PRICE PER YEAR</b>																
<b>J CONTRACT PRICE PER MONTH PER EMPLOYEE</b>																

\*note: Premiums for SSS, PhilHealth, ECC, and Pag-IBIG were based on the latest government issuance/s.

**COST STRUCTURE FOR EACH POSITION**

POSITION TITLE	ENGINEER IV (SENIOR ELECTRICAL ENGINEER)	SENIOR HR ASSOCIATE (GAD SPECIALIST)	SENIOR MARKETING AND PROMOTIONS OFFICER	ENGINEER IV (SENIOR MATERIALS ENGINEER)	SENIOR PROJECT DEVELOPMENT OFFICER	SENIOR PUBLIC RELATIONS OFFICER	SOCIAL DEVELOPMENT ASSISTANT	SR. INFRASTRUCTURE DEVT. OFFICER	SR. PROJECT DEVELOPMENT OFFICER, TASK FORCE-NCC UTILITIES	SR. SECURITY OFFICER	IT SUPPORT AND HELP DESK TECHNICIAN II	IT SUPPORT AND HELP DESK TECHNICIAN III	SURVEY AIDE	TECHNICAL ASSISTANT	Project Manager	Public Relation Officer
<b>NUMBER OF PERSONNEL</b>	1	1	1	1	2	1	10	1	1	1	3	1	4	6	1	1
<b>JOB LEVEL</b>	9	8	9	9	10	9	5	10	10	8	4	5	5	5	11	9
NUMBER OF WORKING DAYS IN A MONTH	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
DAILY RATE	P 2,654.00	P 1,928.00	P 2,654.00	P 2,654.00	P 3,236.00	P 2,654.00	P 1,139.00	P 3,287.45	P 3,287.45	P 1,979.18	P 876.00	P 1,139.00	P 1,139.00	P 1,139.00	P 3,925.00	P 2,654.00
<b>DIRECT LABOR COST</b>																
<b>Monthly Basic Pay</b>	58,388.00	42,416.00	58,388.00	58,388.00	71,192.00	58,388.00	25,058.00	72,324.00	72,324.00	43,542.00	19,272.00	25,058.00	25,058.00	25,058.00	86,350.00	58,388.00
Monthly COLA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5 Day Incentive Pay	1,105.83	803.33	1,105.83	1,105.83	1,348.33	1,105.83	474.58	1,369.77	1,369.77	824.66	365.00	474.58	474.58	474.58	1,635.42	1,105.83
13th Month Pay	4,865.67	3,534.67	4,865.67	4,865.67	5,932.67	4,865.67	2,088.17	6,027.00	6,027.00	3,628.50	1,606.00	2,088.17	2,088.17	2,088.17	7,195.83	4,865.67
<b>A TOTAL DIRECT LABOR COST</b>	64,359.50	46,754.00	64,359.50	64,359.50	78,473.00	64,359.50	27,620.75	79,720.77	79,720.77	47,995.16	21,243.00	27,620.75	27,620.75	27,620.75	95,181.25	64,359.50
	64,359.50	46,754.00	64,359.50	64,359.50	156,946.00	64,359.50	276,207.50	79,720.77	79,720.77	47,995.16	63,729.00	27,620.75	110,483.00	165,724.50	95,181.25	64,359.50
<b>DUE TO GOVERNMENT</b>																
SSS Employer Share	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,422.50	2,850.00	2,850.00	2,850.00	1,852.50	2,422.50	2,422.50	2,422.50	2,850.00	2,850.00
Philhealth Employer Share	1,313.73	954.36	1,313.73	1,313.73	1,601.82	1,313.73	563.81	1,627.29	1,627.29	979.70	433.82	563.81	563.81	563.81	1,942.88	1,313.73
Employee Compensation	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Pag-IBIG Employer Share	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
<b>B TOTAL DUE TO GOVERNMENT</b>	4,293.73	3,934.36	4,293.73	4,293.73	4,581.82	4,293.73	3,116.31	4,607.29	4,607.29	3,959.70	2,416.12	3,116.31	3,116.31	3,116.31	4,922.88	4,293.73
	4,293.73	3,934.36	4,293.73	4,293.73	9,163.64	4,293.73	31,163.10	4,607.29	4,607.29	3,959.70	7,248.36	3,116.31	12,465.24	18,697.86	4,922.88	4,293.73
<b>C TOTAL LABOR COST PER HEAD PER MONTH</b>	68,653.23	50,688.36	68,653.23	68,653.23	83,054.82	68,653.23	30,737.06	84,328.06	84,328.06	51,954.86	23,659.12	30,737.06	30,737.06	30,737.06	100,104.13	68,653.23
<b>D MULTIPLIED BY NUMBER OF PERSONNEL</b>	1	1	1	1	2	1	10	1	1	1	3	1	4	6	1	1
<b>E TOTAL LABOR COST PER MONTH</b>	68,653.23	50,688.36	68,653.23	68,653.23	166,109.64	68,653.23	307,370.60	84,328.06	84,328.06	51,954.86	70,977.36	30,737.06	122,948.24	184,422.36	100,104.13	68,653.23
<b>F TAXES AND PROFIT MARGIN</b>																
G.1 PROFIT (not less than 10% of total cost)																
G.2 E-VAT (12%)																
<b>G CONTRACT RATE PER MONTH PER POSITION</b>																
<b>H TOTAL CONTRACT PRICE PER MONTH</b>																
<b>I TOTAL CONTRACT PRICE PER YEAR</b>																
<b>J CONTRACT PRICE PER MONTH PER EMPLOYEE</b>																

\*note: Premiums for SSS, PhilHealth, ECC, and Pag-IBIG were based on the latest government issuance/s.



**COST STRUCTURE FOR EACH POSITION**

<b>POSITION TITLE</b>	<b>Secretary/Encoder</b>	<b>Engineer IV (Bridge /Viaduct Engineer)</b>	<b>Engineer IV (Senior Materials Engineer)</b>	<b>Engineer IV (Geodetic Engineer)</b>	<b>Engineer IV (Senior Cost Engineer)</b>	<b>Engineer II (Project Engineer)</b>	<b>CAD Operator</b>	<b>Senior Land Acquisition Officer</b>	<b>Senior Community Relations Officer</b>	<b>Paralegal I</b>	<b>Paralegal II</b>	<b>Environmental Officer</b>	<b>Land Acquisition Officer I</b>	<b>Land Acquisition Officer II</b>	<b>Land Acquisition Officer III</b>	<b>Community Relations Officer I</b>	<b>Community Relations Officer II</b>
<b>NUMBER OF PERSONNEL</b>	3	1	1	1	1	4	2	1	1	1	1	2	2	3	2	1	2
<b>JOB LEVEL</b>	4	9	9	9	9	7	6	9	9	7	8	5	4	5	6	4	5
NUMBER OF WORKING DAYS IN A MONTH	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
DAILY RATE	P 876.00	P 2,654.00	P 2,654.00	P 2,654.00	P 2,654.00	P 1,519.00	P 1,349.00	P 2,654.00	P 2,654.00	P 1,519.00	P 1,928.00	P 1,139.00	P 876.00	P 1,139.00	P 1,349.00	P 876.00	P 1,139.00
<b>DIRECT LABOR COST</b>																	
<b>Monthly Basic Pay</b>	19,272.00	58,388.00	58,388.00	58,388.00	58,388.00	33,418.00	29,678.00	58,388.00	58,388.00	33,418.00	42,416.00	25,058.00	19,272.00	25,058.00	29,678.00	19,272.00	25,058.00
Monthly COLA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5 Day Incentive Pay	365.00	1,105.83	1,105.83	1,105.83	1,105.83	632.92	562.08	1,105.83	1,105.83	632.92	803.33	474.58	365.00	474.58	562.08	365.00	474.58
13th Month Pay	1,606.00	4,865.67	4,865.67	4,865.67	4,865.67	2,784.83	2,473.17	4,865.67	4,865.67	2,784.83	3,534.67	2,088.17	1,606.00	2,088.17	2,473.17	1,606.00	2,088.17
<b>A TOTAL DIRECT LABOR COST</b>	21,243.00	64,359.50	64,359.50	64,359.50	64,359.50	36,835.75	32,713.25	64,359.50	64,359.50	36,835.75	46,754.00	27,620.75	21,243.00	27,620.75	32,713.25	21,243.00	27,620.75
	63,729.00	64,359.50	64,359.50	64,359.50	64,359.50	147,343.00	65,426.50	64,359.50	64,359.50	36,835.75	46,754.00	55,241.50	42,486.00	82,862.25	65,426.50	21,243.00	55,241.50
<b>DUE TO GOVERNMENT</b>																	
SSS Employer Share	1,852.50	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,850.00	2,422.50	1,852.50	2,422.50	2,850.00	1,852.50	2,422.50
Philhealth Employer Share	433.62	1,313.73	1,313.73	1,313.73	1,313.73	751.91	667.76	1,313.73	1,313.73	751.91	954.36	563.81	433.62	563.81	667.76	433.62	563.81
Employee Compensation	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Pag-IBIG Employer Share	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
<b>B TOTAL DUE TO GOVERNMENT</b>	2,416.12	4,293.73	4,293.73	4,293.73	4,293.73	3,731.91	3,647.76	4,293.73	4,293.73	3,731.91	3,934.36	3,116.31	2,416.12	3,116.31	3,647.76	2,416.12	3,116.31
	7,248.36	4,293.73	4,293.73	4,293.73	4,293.73	14,927.64	7,295.52	4,293.73	4,293.73	3,731.91	3,934.36	6,232.62	4,832.24	9,348.93	7,295.52	2,416.12	6,232.62
<b>C TOTAL LABOR COST PER HEAD PER MONTH</b>	23,659.12	68,653.23	68,653.23	68,653.23	68,653.23	40,567.66	36,361.01	68,653.23	68,653.23	40,567.66	50,688.36	30,737.06	23,659.12	30,737.06	36,361.01	23,659.12	30,737.06
<b>D MULTIPLIED BY NUMBER OF PERSONNEL</b>	3	1	1	1	1	4	2	1	1	1	1	2	2	3	2	1	2
<b>E TOTAL LABOR COST PER MONTH</b>	70,977.36	68,653.23	68,653.23	68,653.23	68,653.23	162,270.64	72,722.02	68,653.23	68,653.23	40,567.66	50,688.36	61,474.12	47,318.24	92,211.18	72,722.02	23,659.12	61,474.12
<b>F TAXES AND PROFIT MARGIN</b>																	
G.1 PROFIT (not less than 10% of total cost)																	
G.2 E-VAT (12%)																	
<b>G CONTRACT RATE PER MONTH PER POSITION</b>																	
<b>H TOTAL CONTRACT PRICE PER MONTH</b>																	
<b>I TOTAL CONTRACT PRICE PER YEAR</b>																	
<b>J CONTRACT PRICE PER MONTH PER EMPLOYEE</b>																	

\*note: Premiums for SSS, PhilHealth, ECC, and Pag-IBIG were based on the latest government issuance/s.

**COST STRUCTURE FOR EACH POSITION**

<b>POSITION TITLE</b>	<b>Administrative Group Head</b>	<b>Human Resource Officer</b>	<b>Procurement Officer</b>	<b>Document Specialist I</b>	<b>SCRP Budget Officer</b>	<b>SCRP Accountant</b>
<b>NUMBER OF PERSONNEL</b>	1	1	1	1	1	1
<b>JOB LEVEL</b>	9	5	6	5	7	6
NUMBER OF WORKING DAYS IN A MONTH	22	22	22	22	22	22
DAILY RATE	<b>P 2,654.00</b>	<b>P 1,139.00</b>	<b>P 1,349.00</b>	<b>P 1,139.00</b>	<b>P 1,519.00</b>	<b>P 1,349.00</b>
<b>DIRECT LABOR COST</b>						
<b>Monthly Basic Pay</b>	<b>58,388.00</b>	<b>25,058.00</b>	<b>29,678.00</b>	<b>25,058.00</b>	<b>33,418.00</b>	<b>29,678.00</b>
Monthly COLA	-	-	-	-	-	-
5 Day Incentive Pay	1,105.83	474.58	562.08	474.58	632.92	562.08
13th Month Pay	4,865.67	2,088.17	2,473.17	2,088.17	2,784.83	2,473.17
<b>A TOTAL DIRECT LABOR COST</b>	<b>64,359.50</b>	<b>27,620.75</b>	<b>32,713.25</b>	<b>27,620.75</b>	<b>36,835.75</b>	<b>32,713.25</b>
	<b>64,359.50</b>	<b>27,620.75</b>	<b>32,713.25</b>	<b>27,620.75</b>	<b>36,835.75</b>	<b>32,713.25</b>
<b>DUE TO GOVERNMENT</b>						
SSS Employer Share	2,850.00	2,422.50	2,850.00	2,422.50	2,850.00	2,850.00
Philhealth Employer Share	1,313.73	563.81	667.76	563.81	751.91	667.76
Employee Compensation	30.00	30.00	30.00	30.00	30.00	30.00
Pag-IBIG Employer Share	100.00	100.00	100.00	100.00	100.00	100.00
<b>B TOTAL DUE TO GOVERNMENT</b>	<b>4,293.73</b>	<b>3,116.31</b>	<b>3,647.76</b>	<b>3,116.31</b>	<b>3,731.91</b>	<b>3,647.76</b>
	<b>4,293.73</b>	<b>3,116.31</b>	<b>3,647.76</b>	<b>3,116.31</b>	<b>3,731.91</b>	<b>3,647.76</b>
<b>C TOTAL LABOR COST PER HEAD PER MONTH</b>	<b>68,653.23</b>	<b>30,737.06</b>	<b>36,361.01</b>	<b>30,737.06</b>	<b>40,567.66</b>	<b>36,361.01</b>
<b>D MULTIPLIED BY NUMBER OF PERSONNEL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>E TOTAL LABOR COST PER MONTH</b>	<b>68,653.23</b>	<b>30,737.06</b>	<b>36,361.01</b>	<b>30,737.06</b>	<b>40,567.66</b>	<b>36,361.01</b>
<b>F TAXES AND PROFIT MARGIN</b>						
G.1 PROFIT (not less than 10% of total cost)						
G.2 E-VAT (12%)						
<b>G CONTRACT RATE PER MONTH PER POSITION</b>						
<b>H TOTAL CONTRACT PRICE PER MONTH</b>						
<b>I TOTAL CONTRACT PRICE PER YEAR</b>						
<b>J CONTRACT PRICE PER MONTH PER EMPLOYEE</b>						

*\*note: Premiums for SSS, PhilHealth, ECC, and Pag-IBIG were based on the latest government issuance/s.*