

**BIDDING FOR THE PROCUREMENT OF MANPOWER SERVICES FOR THE BASES
CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) UNDER A TWO-YEAR SERVICE
AGREEMENT (CONSISTING TWO LOTS)**

Bid Bulletin No. MS 2018-002

This bid bulletin clarifies queries raised during the Pre-Bid Conference held last 26 June 2018, requests for clarifications sent through email, and other matters relative to the **Bidding for Manpower Services for the Bases Conversion and Development Authority (BCDA) Under a Two-Year Service Agreement (Consisting Two Lots)**.

1. Queries/Questions by Prospective Bidders

Issues Raised	Clarifications
1. On the provision of Transportation Allowance for personnel assigned outside of Metro Manila.	No transportation allowance will be provided. However, billeting may be provided subject to availability.
2. If an on-call personnel is needed per area of assignment.	Only one on-call coordinator is needed for all assigned personnel.
3. On the salary rates per personnel.	Please see Annex A of the Terms of Reference of each lot in the Bid Documents.
4. On the computation of the Financial Proposal.	The Prospective Bidder should compute their Financial Proposal for One Year.
5. On the work schedule of the personnel and factor to be used in the computation of bid price.	There are two factors to be considered in the work schedule of the personnel: <ul style="list-style-type: none"> • 22 Days a month for a 5-day work schedule; and • 26 Days a month for a 6-day work schedule.
6. As to when the Posting of Bond per Personnel shall be done.	Posting of this bond shall be upon determination of the number of personnel for hiring.
7. On the Requirement for Single Largest Completed Contract (SLCC), equivalent to at least fifty percent (50%) of the ABC, or two similar contracts, the aggregate amount of which is equivalent to at least 50% of the ABC.	Should the bidder submit as its SLCC a particular contract involving services for a lot, the similar contract should involve supply of similar services of at least 50% of the manpower required for that lot. For two similar contracts, both contracts should involve supply of similar services of at least 50% of the manpower required for that lot.
8. On possibility of absorbing current BCDA Contract of Service personnel into the bidder's agency.	The agency may hire the present contract of service personnel performing services for BCDA, since they are already familiar with

	BCDA's operations.
9. On the Provision of Leave of the Personnel.	The winning bidder will provide five (5) day service incentive leaves to its personnel in accordance with the labor laws.
10. On the increase/decrease in the number of Personnel.	It is up to the decision and discretion of the BCDA Management whether to increase or decrease its personnel at any time.
11. On the provision of tools and equipment and supplies and materials for Lot 1.	<p>Per Annex B of the Terms of Reference for Lot 1, the required tools and equipment need not be brand new, as long as the contractor can assure BCDA that the tools and equipment shall be functional and in good working condition for the duration of the contract. Cost of tools and equipment shall be for the contractor's expense and shall not be included in the monthly billing.</p> <p>Hence, no cost shall be indicated by the bidder in the List and corresponding prices of supplies, tools and equipment using the appropriate bidding form.</p> <p>The cost of all monthly and semestral supplies and materials per Annex B of the Terms of Reference for Lot 1 should not exceed the amount of Php1,561,090.00 for each year of the contract period, which the bidder shall indicate in the List and corresponding prices of supplies, tools and equipment using the appropriate bidding form. The cost of all monthly and semestral supplies and materials for the year shall be divided by the number of Janitor/Utility Personnel deployed per month and billed by the contractor monthly.</p>
12. On the Submission of Performance Appraisal of BCDA's current contract of service personnel to the winning bidder	BCDA may submit the performance appraisal of its current contract of services personnel to the winning bidder upon request.

2. Clarifications from the BAC

- a. Bidders must have a Valid Certificate of Registration with the Department of Labor and Employment.
- b. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid equivalent to at least fifty percent (50%) of the ABC or two similar contracts with an aggregate amount equivalent to at least fifty percent (50%) of the ABC within the last five (5) years (July 2013 to July 2018) from the date of submission and receipt of bids

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Supported by the following documents:

- (i) Contract or Purchase Order; AND
 - (ii) Certificate of Acceptance/Completion or Official Receipt of Last Payment.
- c. Statement of all 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.
- d. The bidders must be registered with PhilGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible". *However, per GPPB Circular No. 07-2017, prospective bidders may opt to submit their PhilGEPS Certificate of Registration or their Class "A" Eligibility Documents, or a combination thereof, during the bid submission. The Platinum Membership remains as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.*
- e. The bid documents can be accessed in the PhilGEPS and BCDA Websites. Those who have purchased the Bid Documents will be provided with soft copy of the same (PDF Format) and editable forms.
- f. The bidders have to purchase the bid documents before they are allowed to submit their bids. They can still purchase the document until the deadline of submission.
- g. The computation of the bid security shall be based on the Approved Budget for the Contract (ABC).
- h. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification evaluation, and signing of the contract.
- i. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc..
- i. Omnibus Sworn Statement
 - ii. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement)
 - iii. Bid Securing Declaration
- j. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- k. The bid should not be more than the ABC, otherwise the bidder will be disqualified.

- l. NFCC Computation should be based on the Audited Financial Statements for the year 2016 or 2017, whichever is available, using the computation provided in paragraph 5.5 of the Instruction to Bidders, and should be at least equivalent to the (ABC).

However, in the absence of NFCC, bidders may submit a Committed Line of Credit from a Universal or Commercial Bank which must be at least equal to 10% of the ABC.

- m. BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- n. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

4. Reminders from the BAC

- a. BCDA adheres to the "No-Contact Rule". All clarifications should be made in writing and addressed to the BAC-G Secretariat. **Deadline for Clarification is at 5:00PM on 28 June 2018 (Thursday).**
- b. The bid bulletin shall be posted in PHILGEPS and BCDA websites on 02 July 2018 (Monday). However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- c. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- d. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- e. The Pre-Bid Conference for the Bidding for Manpower Services for the Bases Conversion and Development Authority (BCDA) Under a Two-Year Service Agreement (Consisting Two Lots) was held on 26 June 2018 (Tuesday) at 2:00PM.
- f. **The deadline for the submission of bids for the Bidding for Manpower Services for the Bases Conversion and Development Authority (BCDA) Under a Two-Year Service Agreement (Consisting Two Lots) is at 1:00PM on 09 July 2018 (Monday)** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue Bonifacio Global City, Taguig City. The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 1:00PM of 09 July 2018 (Monday) shall not be accepted.**
- g. Bidders may submit their eligibility documents a day before the deadline for submission to avoid the possibility of being late for submission.

- h. **Bid opening shall be at 2:00PM on 09 July 2018 (Monday)** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. However, the Bidders' attendance during the Opening of Bids is not compulsory but it is advised that bidders will send their representative to assist the BAC and answer clarifications, if any.
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- j. Each and every page of the Financial Bid Form/s must be appropriately signed by the bidders or the bidder's authorized representative. The authorization should also be attached. **Failure to do so shall be a ground for the rejection of the Bid.**
- k. The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- l. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued on 28 June 2018.

BIDS AND AWARDS COMMITTEE FOR GOODS


BGEN CARLOS F QUITA (RET)
Chairperson

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BCDA
Bases Conversion and
Development Authority



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