

15.4(a)(iv)	Administrative costs shall indicate corresponding prices of supplies, tools and equipment for Janitors/Janitress/Utility Personnel (for Lot 1 only).
15.4(b)	Not applicable. No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable.
17.1	Bids will be valid for one hundred twenty (120) days from bid submission.
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: For Lot No. 1 1. The amount of not less than Php 404,000.00 (2% of ABC) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than Php 1,010,000.00 (5% of ABC) if bid security is in Surety Bond. For Lot No. 2 1. The amount of not less than Php 1,122,000.00 (2% of ABC) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than Php 2,805,000.00 (5% of ABC) if bid security is in Surety Bond.
18.2	The bid security shall be valid for one hundred twenty (120) days from bid submission.
20.3	Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid for each lot.

20.4	<p>For each lot, there shall be two (2) big envelopes – the Original and the Copy. Inside each of the two (2) big envelopes are two (2) small envelopes – Eligibility Documents and Financial Proposals, to be MARKED as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>BIG Envelope (1) <u>Mark as</u> “ORIGINAL BID”</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> <p>Small Envelope <u>Mark as</u> “ORIGINAL Eligibility Documents”</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p>Small Envelope <u>Mark as</u> “ORIGINAL Financial Proposal”</p> </div> </div> <div style="border: 1px solid black; padding: 5px;"> <p>BIG Envelope (2) <u>Mark as</u> “COPY of BID”</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> <p>Small Envelope <u>Mark as</u> “COPY of Eligibility Documents”</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p>Small Envelope <u>Mark as</u> “COPY of Financial Proposal”</p> </div> </div> <p>SAMPLE COVER OF ENVELOPES:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: right;">(ORIGINAL or COPY) ELIGIBILITY DOCUMENTS</p> <p>THE CHAIRPERSON BAC FOR GOODS</p> <p>BIDDING OF MANPOWER SERVICES FOR GENERAL SUPPORT AND JANITORIAL SERVICES FOR BCDA (LOT 1)</p> <p style="text-align: center;">or</p> <p>BIDDING OF MANPOWER SERVICES FOR TECHNICAL AND ADMINISTRATIVE SUPPORT SERVICES FOR BCDA (LOT 2)</p> <p>BIDDER’S COMPANY NAME (All CAPS): _____</p> <p>ADDRESS (All CAPS): _____</p> <p>TEL. NOS. _____ FAX NOS. _____</p> <p>“DO NOT OPEN BEFORE 09 JULY 2018, 2:00 P.M.”</p> </div>
21	<p>The address for submission of bids is:</p> <p>Central Receiving and Releasing Area (CRRA) Bases Conversion and Development Authority BCDA Corporate Center 2nd Floor, Bonifacio Technology Center 31st St. corner 2nd Ave., Bonifacio Global City, Taguig City</p> <p>The deadline for submission of bids is <i>09 July, 2018 at 1:00 p.m.</i></p>

24.1	The place of bid opening is BCDA Corporate Center, 2 nd Floor, Bonifacio Technology Center, 31 st St. corner 2 nd Ave., Bonifacio Global City, Taguig City. The date and time of bid opening is <i>09 July 2018, 2:00 p.m.</i>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3 (a)	Partial bid is not allowed. The goods are grouped in two (2) lots and each lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
28.4	No further instructions.
29.2	BCDA reserves the right to inquire or secure a certification or any form of document from the bidders' clients attesting whether the bidder has rendered a satisfactory or non-satisfactory performance of their contracts.
32.4(f)	No additional requirement.

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Section IV. General Conditions of Contract

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1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this Section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Entity" means the organization purchasing the Goods, as named in the SCC.
- (h) "The Procuring Entity's country" is the Philippines.
- (i) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- (j) The "Funding Source" means the organization named in the SCC.
- (k) "The Project Site," where applicable, means the place or places named in the SCC.
- (l) "Day" means calendar day.
- (m) The "Effective Date" of the contract will be the date of signing the contract, however the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.
- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds

or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution, entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

(iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

(iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

(v) "obstructive practice" is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international

financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in GCC Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC for **GCC** Clause 5.1.

6. **Scope of Contract**

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the SCC.

7. **Subcontracting**

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8. **Procuring Entity's Responsibilities**

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

9. **Prices**

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.

- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the **SCC**.
- 10.4. Unless otherwise provided in the **SCC**, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.
- 10.5. Unless otherwise provided in the **SCC**, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the **SCC**. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:
- (a) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount

valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.

- (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
 - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
 - (b) The Supplier has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the SCC.

- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in GCC Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and Section VII. 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.

- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 (“R.A. 9285”), otherwise known as the “Alternative Dispute Resolution Act of 2004.”
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier’s delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms “*force majeure*” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Supplier could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:

- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
 - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
 - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
 - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

- 26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- (a) Corrupt, fraudulent, and coercive practices as defined in ITB Clause 3.1(a);
 - (b) Drawing up or using forged documents;
 - (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
 - (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

- 27.1. The following provisions shall govern the procedures for termination of this Contract:
- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
 - (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;

- (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
 - (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
 - (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
 - (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
 - (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
 - (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

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Section V. Special Conditions of Contract

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Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is the Bases Conversion and Development Authority (BCDA).
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	<p>The Funding Source is</p> <p>The Government of the Philippines (GOP) through BCDA's Corporate Operating Budget for 2018 in the amount of:</p> <p>Lot No. 1 – Twenty Million Two Hundred Thousand Pesos and 00/100 (P20,200,000.00) for 65 personnel (as of 15 May 2018)</p> <p>Lot No. 2 – Fifty Six Million One Hundred Thousand Pesos and 00/100 (P56,100,000.00) for 109 personnel (as of 15 May 2018)</p>
1.1(k)	The Project sites are defined in Section VI, Schedule of Requirements.
2.1	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p>VIVENCIO B. DIZON President and CEO Bases Conversion and Development Authority BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center 31st St. corner 2nd Ave., Bonifacio Global City, Taguig City</p> <p>Tel. No. (632) 575-1700</p> <p>The Supplier's address for Notices is: <i>[Insert address including, name of contact, fax and telephone number]</i></p>
6.2	<p>The services to be provided shall be as specified in Section VII, Technical Specifications.</p> <p>Miscellaneous:</p> <p>(i) All bid prices for the duration of two (2) years shall be fixed, but may be adjusted during the contract implementation only under the following circumstances pursuant to Sec. 61 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184: (1) under extraordinary circumstances and upon prior approval of the Government Procurement Policy Board (GPPB); or (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).</p>

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(ii) The number of manpower requirements and services shall increase or decrease at any time at the discretion of BCDA.

(iii) The following personnel shall render eight (8) hours of work daily, six days a week, except on legal holidays and the personnel's designated rest day:

Lot 1

- 1) Utility Supervisor
- 2) Janitor/Janitress/Utility Personnel
- 3) Carpenter/Maintenance Supervisor
- 4) Aircon Technician/Jr. Electrician
- 5) Skilled Maintenance Crew

Lot 2

- 1) Tour Guide Supervisor
- 2) Administrative Assistant/Receptionist

(iv) The following personnel shall render eight (8) hours of work daily, five (5) days a week, from Mondays to Fridays (generally, unless otherwise requested), twenty-two (22) working days in a month, except on legal holidays and the personnel's designated rest days:

Lot 1

- 1) Mechanic/Driver
- 2) Assistant Mechanic
- 3) Light Vehicle Driver
- 4) Heavy Vehicle Driver
- 5) Sr. Electrician/Maintenance Technician

Lot 2

- 1) Sr. Engineer
- 2) Environmental Engineer
- 3) Architect
- 4) Jr. Architect
- 5) Resident Engineer
- 6) Sr. Site Engineer
- 7) Site Engineer
- 8) Jr. Engineer
- 9) Office Engineer
- 10) Geodetic Engineer/Survey Party Chief
- 11) Survey Technician/Instrument Man
- 12) Cartographer/ CAD Operator
- 13) Survey Aide
- 14) Sr. Financial Analyst
- 15) Budget Analyst
- 16) Sr. Project Development Officer
- 17) Project Development Officer III/Executive Secretary
- 18) Project Development Officer III
- 19) Sr. Administrative Officer

	<p>20) Project Development Officer II 21) Project Development Officer I 22) Security Officer 23) Marketing Associate 24) Sr. Command Center Operator 25) Command Center Operator 26) Liaison Officer 27) Social Development Assistant 28) Nurse 29) Transcriptionist 30) Process Server/Docket Officer 31) Support/Help Desk Technician 32) Premises/Transportation Supervisor 33) Technical Assistant 34) Sr. Administrative Assistant 35) Administrative Assistant 36) Liaison Assistant 37) Media Production Assistant 38) Records Clerk 39) Procurement Clerk 40) Administrative Clerk 41) Office/Field Personnel 42) Reproduction Machine Operator/Messenger</p> <p>(v) Only the actual number of workdays and man-hours spent shall be used for billing purposes.</p> <p>(vi) Working days of additional manpower shall be determined depending on the need of BCDA.</p> <p>(vii) 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>(viii) Work authorized to be performed by personnel during legal holidays and rest days shall be compensated in accordance with the existing provisions of the Labor Code.</p> <p>(ix) Services rendered beyond the required number of hours per day shall be considered overtime work subject to overtime pay.</p> <p>(x) The Contractor 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 Contractor shall acknowledge the right of BCDA to conduct payroll audit at any given time during the contract period.</p> <p>(xi) The Contractor 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>(xii) The daily wages shall be adjusted correspondingly if any law, order, rule or regulation is promulgated or issued increasing the</p>
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	<p>minimum wage, if applicable, or providing for payment of additional employee benefits.</p> <p>(xiii) The Contractor shall comply with the laws governing employee's compensation, PhilHealth, Social Security System, PagIBIG Fund, and labor standards, and other laws, rules and regulations of employment.</p> <p>(xiv) The Contractor shall issue a payslip to every payday detailing the salaries received and all deductions due to each personnel.</p> <p>(xv) The Contractor, 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 commissions. Relative thereto, the Contractor 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.</p> <p>(xvi) For janitorial services, the Contractor shall provide the minimum tools, equipment, supplies and materials which shall be properly accounted for BCDA (see Annex "B"). Should the industry require higher standards or if the services under the Service Agreement require such tools, equipment, supplies and materials to ensure better performance, the Contractor shall abide by such requirements. <i>(for Lot 1 only)</i></p> <p>(xvii) The Contractor shall maintain cleanliness of the storage space BCDA will provide to be used for equipment and other cleaning materials of the Contractor and in no instance shall said space be used for any purpose other than that for which it is intended. <i>(for Lot 1 only)</i></p> <p>(xviii) The Contractor shall assume full responsibility for any claim that its personnel may make by reason of their employment and in case of accident, injury or illness incurred in the line of duty.</p> <p>(xix) The Contractor shall ensure that, in case of absences, 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.</p> <p>(xx) BCDA shall inform the Contractor 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 Contractor shall cause the replacement of the subject personnel at any time if he/she has been found guilty of such. BCDA may request the Contractor to assign/deploy such additional number of personnel as may be necessary or warranted.</p> <p>(xxi) The Contractor 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</p>
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	<p>at BCDA. However, the Contractor may hire the present personnel performing manpower services for BCDA.</p> <p>(xxii) The Contractor 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.</p> <p>(xxiii) The Contractor's personnel shall abide by BCDA's policies, rules and regulations.</p> <p>(xxiv) The Contractor 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 Agreement or as mandated by BCDA. The confidentiality obligation of the Contractor and its personnel shall remain effective even beyond the termination of the Service Agreement, within reason and as provided for by law.</p> <p>(xxv) The Contractor's personnel shall submit themselves to all security and safety protocols of BCDA.</p> <p>(xxvi) The Contractor shall provide, at its own expense, uniforms for its personnel assigned to BCDA. <i>(for Lot 1 only)</i></p> <p>(xxvii) The Contractor shall not charge BCDA administrative fee for any non-regular/non-statutory benefits it may grant its personnel, whether given in monetary or non-monetary form.</p> <p>(xxviii) The Contractor shall provide a dedicated representative/coordinator who shall be on-call to address all concerns regarding the deployment of its personnel to BCDA.</p> <p>(xxix) Nothing herein shall be construed as establishing an employer-employee relationship between BCDA and the Contractor and the latter's employees who will be assigned to BCDA. The Contractor shall at all times be personally and directly responsible for the personnel under its employ.</p> <p>(xxx) Performance of the Contractor shall be subject to an appraisal system to be administered quarterly 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.</p> <p>(xxx1) Billings shall be submitted semi-monthly within seven (7) days from cut-off date. The cut-off date shall be as follows:</p> <ul style="list-style-type: none"> ➤ Every 5th day of the succeeding month; and ➤ Every 20th day of the month. <p>(xxx2) Billings shall be based on the actual number of days worked during billing period and shall include legal holidays with corresponding items of payments.</p> <p>(xxx3) Except for justifiable reasons, billing shall be paid within fifteen (15) working days from date of receipt by BCDA provided all documentary requirements are complete.</p>
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	<p>(xxxiv) BCDA has the right to make the necessary deductions from the claims of the Contractor and/or the bond posted by the Contractor for the purpose by reason of non-payment or refusal by the Contractor to pay the salaries, allowances and other dues to the service personnel on time at prescribed rates provided herein and in pertinent laws.</p> <p>(xxxv) The Contractor 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.</p> <p>(xxxvi) The Contractor shall make arrangements with any reputable Philippine commercial bank to provide ATM services to its personnel through which payment of the personnel's wages shall be coursed through.</p>
10.4	Maintain the GCC Clause.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4(c)	No further instructions.
16.1	None.
17.3	Two (2) years after acceptance by the Procuring Entity of the delivered Goods.
17.4	The period for correction of defects in the warranty period is one (1) year.
21.1	All partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

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Section VI. Schedule of Requirements

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Lot 1

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

Item No.	Description	Project Site/Place of Assignment	Quantity	Total	Delivered, Weeks/ Months
	General Support and Janitorial Services		65	65	Two (2) years (01 Aug 2018 to 31 July 2020)
1	Janitorial Services		25	25	
1.1	<p>Utility Supervisor <i>Qualification Requirements:</i> <i>Education:</i> High School Graduate or completion of relevant vocational/trade course <i>Experience:</i> Two (2) years of relevant experience <i>Training:</i> None required</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Supervise the cleaning of BCDA premises. - Monitor the attendance and work of Janitors/Utility Personnel. - Recommend necessary repairs and maintenance work. - Submit report on janitorial services, repairs and maintenance work. - Supervise movement of furniture, fixtures and equipment as may be needed. - Attend to the administrative concerns of all contracted employees. - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1	1	
1.2	<p>Janitors/Janitress/Utility Personnel <i>Qualification Requirements:</i> <i>Education:</i> Elementary School Graduate <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> None required</p>		24	24	
1.2.1	<p><i>Place of Assignment:</i> BGC/PDS/Clark <i>Duties and responsibilities:</i> Daily Operations</p> <ul style="list-style-type: none"> - Sweeping, mopping, spot scrubbing and polishing of all floors. Common areas such as the main lobby, ingress and egress, and waiting areas shall be serviced continuously during regular hours to guarantee cleanliness. - Cleaning and sanitizing of comfort rooms with the use of special sanitizing and disinfecting agents in washbasins, urinals and toilet bowls. - Dusting and cleaning of all glass tops, glass doors, window ledges, furniture and fixtures. - Cleaning of ashtrays and trash receptacles. - Watering of indoor plants. - Collecting of waste materials to be disposed off at designated disposal areas. - Reporting of leaking faucets, busted bulbs. - Assisting in the transfer/rearrangement of tables, chairs, cabinets, etc. - Perform other related functions as may be assigned from time to time. <p>Weekly Operations</p> <ul style="list-style-type: none"> - Washing, scrubbing, waxing and polishing of all floors. 	<p>BCDA Corporate Center, Taguig City</p> <p>Pamayanang Diego Silang, Taguig City</p> <p>SCTEX/New Clark City Projects, Clarkfield, Pampanga</p>	10 3 4		

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	<ul style="list-style-type: none"> - Wiping of venetian blinds, interior glass windows and doors. - Cleaning of glass walls and wooded partitions. - Dusting off of light fixtures. - Spraying of insecticide. <p>Monthly Operations</p> <ul style="list-style-type: none"> - Thorough cleaning of general areas. - Removing of cobwebs on all areas of the BCDA Offices. - Vacuum cleaning of all demountable partitions. - Wiping of ceiling boards. - Cleaning of maintenance rooms and storage rooms. - Grass cutting, when necessary. <p>Other Duties</p> <ul style="list-style-type: none"> - Whenever required, carrying and hauling off of furniture and fixture, supplies and/or records. - Assist in the grounds, buildings and utilities operations and maintenance activities. - Other related duties as may be required by BCDA. 				
1.2.2	<p><i>Place of Assignment: BTP</i></p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Responsible for the cleanliness and overall appearance of guest rooms and service area: <ul style="list-style-type: none"> - Clean walls, floors, fixtures on standard cleaning procedures. - Sanitize toilets and bathrooms. - Change/empty wastebaskets. - Collect all used linens and replenish all uses guest room supplies and linens. - Look after the orderly make-up of the room, bed and the bathroom. - Check the condition of all guestrooms, facilities and fixtures and report defects to supervisor for corrective actions. - Maintain and upkeep of perimeter surroundings and grounds of buildings & pool area. - Assist in the pool maintenance. - Report mechanical problems & repair works of facilities/utilities. - Escort guests on inquiry of rooms & facilities. - Other related duties as may be required by BCDA. 	Bataan Technology Park, Morong, Bataan	4		
1.2.3	<p><i>Place of Assignment: BCDA staff houses in Baguio City and Clark, Pampanga</i></p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Maintain the cleanliness and orderliness of the staff houses including buildings, storage areas, grounds and its environment. - Conduct garbage collection and disposal and comply with environmental improvement and sanitation. - Assist in the grounds, buildings and utilities operations and maintenance activities. - Monitor the safety of all properties of BCDA at the staff houses. - Report all defective furniture, fixtures and utilities such as plumbing, electrical, lighting, water pipes and others. - Oversee the use of the staff house whenever there are guests. - Prepare and submit daily accomplishment report. - Perform other related duties as may be required by BCDA. 	Clark staff house Baguio staff houses	1 2		
2	General Support Services		12	12	
2.1	<p>Mechanic/Driver</p> <p><i>Qualification Requirements:</i></p> <p><i>Education:</i> High School Graduate or completion of relevant vocational/trade course</p> <p><i>Experience:</i> Two (2) years of relevant experience</p> <p><i>Training:</i> None required</p> <p><i>Others:</i> With corresponding LTO license conditions</p>	SCTEX/New Clark City Projects, Clarkfield, Pampanga	1	1	

	<p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Perform routine repair and maintenance work on BCDA service vehicles. - Drive BCDA vehicles for its officers and staff. - Recommend repair and maintenance work needing services of outside contractor on BCDA vehicles. - Prepare, update and maintain records pertaining to consumption on mileage, oil and gasoline in coordination with BCDA Motorpool. - Ensure adequate repair and maintenance supplies in the BCDA motorpool. - Monitor performance of all BCDA vehicles. - Prepare report on status of BCDA vehicles and recommend appropriate action for management's decision. - Perform other related duties as may be required by BCDA. 				
2.2	<p>Assistant Mechanic <i>Qualification Requirements:</i> <i>Education:</i> High School Graduate or completion of relevant vocational/trade course <i>Experience:</i> Two (2) years of relevant experience <i>Training:</i> None required <i>Others:</i> With corresponding LTO license conditions <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist the Mechanic in the repair and maintenance work of BCDA service vehicles. - Recommend repair and maintenance work needing services of outside contractor on BCDA vehicles. - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center/ Pamayanang Diego Silang, Taguig City	1	1	
2.3	<p>Sr. Electrician/Maintenance Technician <i>Education:</i> Completion of two (2) years of college or relevant vocational/trade course <i>Experience:</i> Three (3) years of relevant experience <i>Training:</i> None required <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Be in-charge of the maintenance of all BCDA offices, facilities, and staff houses located at Clarkfield, Pampanga. - Conduct general check-ups on all BCDA staff houses and other facilities for possible repairs and coordinate with BCDA for repair approval. - Conduct electrical check-up and repair all damaged wires to avoid faulty wirings and ensure all electrical wirings are in good condition. - Replace all defective electrical parts such as wires, fuses, bulbs and switches in all BCDA offices and staff houses. - Conduct electrical layout and install electrical wirings based on approved plan. - Repair all plumbing problems at the BCDA offices and staff houses and maintain the good condition of all pipes. - Regularly check all plumbing fixtures of the BCDA offices and staff houses and repair if necessary. - Conduct pipe layout for the installation of water closet, lavatory, kitchen sink, shower valve & faucet, etc. and install the same based on the approved plan. - Conduct check-up and repairs on all carpentry works for the BCDA offices and staff houses and provide maintenance of the same. - Prepare requisitions of supplies, materials, and tools needed for the repair of the staff houses and other facilities. - Perform other related duties as may be required by BCDA. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	1	1	
2.4	<p>Aircon Technician/Jr. Electrician <i>Qualification Requirements:</i> <i>Education:</i> High School Graduate or completion of relevant vocational/trade course <i>Experience:</i> Two (2) years of relevant experience <i>Training:</i> None required <i>Duties and responsibilities:</i></p>	BCDA Corporate Center/ Pamayanang Diego Silang, Taguig City	1	1	

	<ul style="list-style-type: none"> - Conduct proper operation and maintenance of all electrical installations. - Conduct proper operation and maintenance of aircon installations. - Undertake limited repairs and replacement of defective parts of the system. - Inspect internal installation as preventive measure against power interruptions. - Monitor operations of all aircon installations. - Monitor operations of all utilities equipment (light and water). - Undertake preventive maintenance of other equipment and related electrical installations. - Conduct regular check-up and cleaning of all aircon and refrigeration units to ensure continuous and efficient operations. - Prepare Daily Accomplishment Report. - Perform other related duties as may be required by BCDA. 				
2.5	<p>Carpenter/Maintenance Supervisor <i>Qualification Requirements:</i> <i>Education:</i> High School Graduate or completion of relevant vocational/trade course <i>Experience:</i> Two (2) years of relevant experience <i>Training:</i> None required</p>		2		
2.5.1	<p><i>Place of Assignment:</i> BGC <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Handle all renovation, repair and upgrading of existing facilities. - Perform carpentry works in the renovation, repair and upgrading of existing facilities. - Undertake carpentry works pertaining to the approved projects by the administration. - Repair and maintain all plumbing and sewer line fixtures. - Inspect and check plumbing facilities on a regular basis, and take appropriate action including recommending remedial measures. - Perform painting jobs. - Prepare Daily Accomplishment Report. - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center/ Pamayanang Diego Silang, Taguig City	1		
2.5.2	<p><i>Place of Assignment:</i> BTP <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Perform preventive and corrective maintenance (including complete disassembly) of water distribution equipment to include, but not limited to, pipe, valves, hydrants, valve control adjustments, replacement of screens, filters, etc. - Observe electrical and mechanical systems operation and identifies equipment malfunctions and develops a plan to restore operation of this equipment. - Make customer contact concerning required repairs/service/complaints. - Prepare materials requisitions and estimates the cost to perform a maintenance or construction work order. - Perform carpentry works in the renovation, repair and upgrading of existing facilities. - Undertake carpentry works pertaining to the approved projects by the Administration. 	Bataan Technology Park, Morong, Bataan	1		
	<ul style="list-style-type: none"> - Repair and maintain all plumbing and sewer line fixtures. - Inspect and check plumbing facilities on a regular basis, and takes appropriate action including recommending remedial measures. - Perform painting jobs. - Prepare Daily Accomplishment Report. - Perform other related duties as may be required by BCDA. 				

2.6	Skilled Maintenance Crew <i>Qualification Requirements:</i> <i>Education:</i> High School Graduate or completion of relevant vocational/trade course <i>Experience:</i> Two (2) years of relevant experience <i>Training:</i> None required	Bataan Technology Park, Morong, Bataan	6	6	
2.6.1	Driver/Maintenance Crew <i>Duties and responsibilities:</i> <ul style="list-style-type: none"> - Drive and ensure the safety of employees. - Ensure the proper care and maintenance of the company vehicle to ensure its running condition. - Perform repairs and preventive maintenance (change oil, greasing) of company vehicles. - Perform duties and responsibilities relative to the proper care and maintenance of buildings and other physical facilities. - Conduct regular check-ups and cleaning of all buildings and other physical facilities under his jurisdiction. - Ensure the immediate repair/rehabilitation of physical facilities through carpentry works. - Ensure that the materials needed for repair and maintenance of buildings and structures are readily available for the minor and major repair of the equipment. - Take charge in the necessary carpentry works of various offices of BTP. - Assist in all carpentry works in the repairs of existing buildings and facilities. - Perform the regular garbage collection and proper disposal of the same on the identified disposal ground in the BTP complex. - Load and dispose cut grasses, debris and other garbage to the garbage truck. - Perform grass cutting activities using brush cutter/tractor in various areas within the Complex, roadsides, open spaces, shrines and monuments and other areas that requires trimming of tall grasses. - Perform other related duties as may be required by BCDA. 		2		
2.6.2	Gardener/Maintenance Crew <i>Duties and responsibilities:</i> <ul style="list-style-type: none"> - Maintain the grounds and garden of BTP under minimum supervision. - Trim shrubs and trees, water, feed, transplant and remove weeds. - Ensure that the soil is of the right quality and in good condition to grow the plants. - Keep the plants healthy and nourished by soil cultivation, digging, forking, mulching, watering raking, weeding, edging, pruning, bed preparation and planting. - Keep the borders, thoroughfares and highway footpaths clear and free from litter at all times. - Maintain the cleanliness of gardening tools and equipment at all times. - Perform other related duties as may be required by BCDA. 		1		

2.6.3	<p>Painter/Maintenance Crew <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Perform carpentry works in the renovation, repair and upgrading of existing facilities. - Perform painting jobs. - Perform duties and responsibilities relative to the proper care and maintenance of buildings and other physical facilities. - Conduct regular check-ups and cleaning of all buildings and other physical facilities under his jurisdiction. - Ensure the immediate repair/rehabilitation of physical facilities through carpentry works. - Ensure that the materials needed for repair and maintenance of buildings and structures are readily available for the minor and major repair of the equipment. - Take charge in the necessary carpentry works of various offices of BTP. - Assist in all carpentry works in the repairs of existing buildings and facilities. - Perform the regular garbage collection and proper disposal of the same on the identified disposal ground in the BTP complex. - Load and dispose cut grasses, debris and other garbage to the garbage truck. - Perform grass cutting activities using brush cutter/tractor in various areas within the Complex, roadsides, open spaces, shrines and monuments and other areas that requires trimming of tall grasses. - Perform other related duties as may be required by BCDA. 		1		
2.6.4	<p>Plumber/Maintenance Crew <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Install water systems. - Repair pipe systems. - Install and maintain plumbing systems. - Determine water supply networks and waste drainage systems. - Observe pressure gauges to fix leaks. - Perform scheduled maintenance. - Ensure all installations, repairs and maintenance are properly sized, aligned, supported and grade. - Repair and maintain all plumbing and sewer line fixtures. - Perform other related duties as may be required by BCDA. 		1		
2.6.5	<p>Electrician/Maintenance Crew <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Perform duties and responsibilities relative to the proper care and maintenance of the electrical installations of the complex. - Ensure the efficient lighting inside the complex. - Repair and maintain electrical installations and electrical lines in all the functional buildings, offices, staff houses, and facilities in the BTP complex. - Ensure the orderliness and proper lighting of all the functional buildings, offices, staff houses and facilities in and install security lights within the complex. - Assist in the conduct of regular inspection and maintain power of the existing emergency generator. - Ensure that the electrical supply within the complex is not disrupted even in cases of power interruption. - Conduct monitoring of the performance of transformer and power control of deep well and booster pumps. - Ensure proper care and maintenance of electrical system in the complex. - Perform other related duties as may be required by BCDA. 		1		
3	Driving Services		28	28	

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3.1	<p>Light Vehicle Driver</p> <p><i>Qualification Requirements:</i></p> <p><i>Education:</i> High School Graduate</p> <p><i>Experience:</i> Two (2) years of relevant experience</p> <p><i>Training:</i> None required</p> <p><i>Others:</i> With corresponding LTO license conditions</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none">- Drive BCDA service vehicles.- Practice safe driving, care and maintenance of service vehicle assigned.- Prepare reports on all trips undertaken.- Ensure that vehicle being driven is in good running condition.- Maintain cleanliness and sanitation of vehicle.- Prepare, update and maintain records pertaining to consumption on mileage, oil and gasoline in coordination with BCDA Motorpool.- Coordinate with the BCDA Motorpool for various concerns pertaining to vehicle operations and repairs including gasoline request and trip tickets and other matters as may be necessary.- Perform other related duties as may be required by BCDA.	BCDA Corporate Center, Taguig City SCTEX/New Clark City Projects, Clarkfield, Pampanga	14 11	25	
3.2	<p>Heavy Vehicle Driver</p> <p><i>Qualification Requirements:</i></p> <p><i>Education:</i> High School Graduate</p> <p><i>Experience:</i> Two (2) years of relevant experience</p> <p><i>Training:</i> None required</p> <p><i>Others:</i> With corresponding LTO license conditions</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none">- Drive BCDA service vehicles.- Practice safe driving, care and maintenance of service vehicle assigned.- Prepare reports on all trips undertaken.- Ensure that vehicle being driven is in good running condition.- Maintain cleanliness and sanitation of vehicle.- Prepare, update and maintain records pertaining to consumption on mileage, oil and gasoline in coordination with BCDA Motorpool.- Coordinate with the BCDA Motorpool for various concerns pertaining to vehicle operations and repairs including gasoline request and trip tickets and other matters as may be necessary.- Perform other related duties as may be required by BCDA.	BCDA Corporate Center, Taguig City	3	3	

I hereby certify to comply and deliver all the above requirements, subject to changes based on the need of BCDA.

Name of Company/Bidder	Signature over Printed Name of Authorized Representative	Date
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Lot 2

Item No.	Description	Project Site/Place of Assignment	Quantity	Total	Delivered, Weeks/ Months
	Technical and Administrative Support Services		109	109	Two (2) years (01 Aug 2018 to 31 July 2020)
1	Technical Services		62	62	
1.1	<p>Senior Engineer</p> <p><i>Qualification Requirements:</i></p> <p><i>Education:</i> Bachelor's degree in Civil Engineering</p> <p><i>Experience:</i> Five (5) years of relevant experience or four (4) years in position/s involving management and supervision</p> <p><i>Training:</i> 24 hours of relevant training</p> <p><i>Others:</i> RA 1080</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Monitor the progress of the implementation of the project/s in New Clark City and ensure that established milestones are met and accomplished. - Check, verify and recommend approval of all requests for variation orders, time extensions, interim payment certificates and other project documents and claims. - Monitor the performance of the Consultants and the Contractors and ensure compliance to the respective provisions of the Contract. - Closely monitor Contractors performance on the construction of the Project. - Attend periodic meetings with the Consultants and Contractors, and other concerned agencies as needed, regarding project implementation. - Prepare periodic reports as required regarding the progress in the implementation of the Project. - Coordinate with other government agencies and private sector counterparts. - Assist various departments of BCDA to expedite the solving of various problems. - Validate the Contractors' work schedule and recommend any revision made thereto and on any such plans of programs that the Contractors are obliged to furnish for approval. - Periodically evaluate the Contractor's disbursement schedule and make any necessary adjustments. - Verify and make recommendation to all contractual claims from the Contractors, including requests for time extensions, extra compensation or expenses and other similar claims. - Make recommendations on the Contractors' monthly and final payment certificates based on their accomplishments. - Verify any changes made in the plans and specifications which are necessary for the timely completion of works, specially the financial effect of such changes in the contract amount and the effect in the completion time of the Project. - Verify all necessary change orders, including revisions of plans, specifications, and other details. - Provide timely assistance and direction to the Consultants and the Contractors in all matters concerning the interpretation of the contract documents, schedule and other matters related to contract compliance that will affect the progress of the Project. - Prepare periodic reports as required regarding work progress and financial status and forecast for the Project. 	<p>BCDA Corporate Center, Taguig City</p> <p>SCTEX/New Clark City Projects, Clarkfield, Pampanga</p>	<p>1</p> <p>2</p>	<p>3</p>	

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	- Perform other related duties as may be required by BCDA.				
1.2	<p>Environmental Engineer <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Engineering <i>Experience:</i> Four (4) years of relevant experience <i>Training:</i> 24 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Be in-charge in facilitating all the requirements needed in acquiring Environmental Compliance Certificate (ECC) and other related matters for the New Clark City project. - Prepare periodic reports as required regarding work progress for the Project in relation to compliance with ECC requirements and other environmental matters. - Assist the Project Manager and Unit Head in providing liaison work vis-à-vis other government agencies and non-governmental organizations involved in the monitoring of the natural and social environments in the area. - Assist the Project Manager and Unit Head in formulating and implementing environmental and safety programs within the New Clark City. - Monitor and supervise the conditions specified in the BCDA-PMB MOA and other DENR requirements. - Monitor on a regular basis the contractors and their subcontractors/agents' compliance to the ECC and permits granted to BCDA, the Green City Environmental Management Plan and other pertinent environmental laws, rules, regulations and ordinances. - Arrange the conduct of site/ocular inspections of monitoring stations and critical sub-projects of New Clark City. - Assist the Project Manager and Unit Head in addressing environmental issues and concerns of project stakeholders. - Prepare and submit ECC compliance report to EMB. - Perform other related duties as may be required by BCDA. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	1	1	
1.3	<p>Architect <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Architecture <i>Experience:</i> Two (2) years of relevant experience <i>Training:</i> 8 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Conceptualize the overall architectural, interior designing and finishing schemes of the projects in New Clark City. - Identify all required architectural specifications in the project/s. - Supervise and monitor all architectural and interior designing works. - Prepare the detailed architectural lay out of the project/s. - Generate reports on the status of the project/s. - Coordinate with the BCDA Management team all circumstances arising in the implementation of the project/s. - Evaluate architectural drawings, reports and technical specifications. - Perform other related duties as may be required by BCDA. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	1	1	
1.4	<p>Junior Architect <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Architecture <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 4 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Monitor the day-to-day activities at the project site/s in New Clark City; 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	1	1	

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	<ul style="list-style-type: none"> - Check the compliance of contractors in terms of materials specifications and quantities of work, specifically on architectural works; - Assist in evaluating reports and other necessary documents being submitted by the contractors; and - Perform other related duties as may be required by BCDA. 				
1.5	<p>Resident Engineer <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Civil Engineering <i>Experience:</i> Three (3) years of relevant experience <i>Training:</i> 16 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Supervise the works of the contractor for the New Clark City to SCTEX Road project; - Coordinate with local government units and other partners in relation to the project; - Evaluate the reports being submitted by the Site Engineers and recommend technical solutions for the approval of the Project Manager; and - Perform other related duties as may be required by BCDA. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	3	3	
1.6	<p>Senior Site Engineer <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Civil Engineering <i>Experience:</i> Two (2) years of relevant experience <i>Training:</i> 8 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Supervise the quantity and quality survey of the Airport to New Clark City (NCC) Access Road project; - Assist in coordinating with contractors, local government units and other partners in relation to the project; - Monitor the day-to-day activities at the project site; - Check compliance of contractors in terms of schedule and specification; and - Perform other related duties as may be required by BCDA. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga		1	
1.7	<p>Site Engineer <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Engineering <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 8 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Supervise the quantity and quality survey of the National Government Administrative Center project in New Clark City; - Assist in coordinating with contractors, local government units and other partners in relation to the project; - Monitor the day-to-day activities at the project site; - Check compliance of contractors in terms of schedule and specification; and - Perform other related duties as may be required by BCDA. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	1	1	
1.8	<p>Office Engineer <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Engineering <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 4 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Handle all technical reports submitted by the Project Managers in relation to the South Blvd/ASCOM BNS project; 	BCDA Corporate Center, Taguig City SCTEX/New Clark City Projects, Clarkfield, Pampanga	1 1	2	

	<ul style="list-style-type: none"> - Make project presentations and technical reports on the project; - Conduct site visits to validate the reports being submitted; - Facilitate the routing of documents submitted by the contractors; and - Perform other related duties as may be required by BCDA. 				
1.9	<p>Junior Engineer <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Engineering <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 4 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in drafting engineering works for New Clark City utilities from concept to feasibility study to implementation. - Operate computer-aided design (CAD) system for the preparation of location maps, as-built plans and modification of various drawings related to the project. - Work with the project head to implement programs and projects aimed at achieving departmental project mission and long-term objectives. - Assist in the overall planning, organization and management of all aspects of utility operations such as electric power distribution, standby generation, water and sewage/waste management system including general administration, budgeting, planning, and policy development. - Provide engineering and technical services to support the construction, installation, repair, and maintenance of utility systems, when necessary. - Provide oversight for contracted projects, services and purchases. - Conduct regular inspection of work sites to ensure progress and compliance with city standards of quality and contract terms and conditions. - Implement safety awareness programming in accordance with company policy and city guidelines. - Instruct employees on safety standards, precautionary procedures and departmental policies and procedures. - Prepare daily accomplishment reports for submission to the project head. - Supervise and monitor construction site activities in New Clark City. - Generate reports on the status of the project/s. - Coordinate with the BCDA Management team all circumstances arising in the implementation of the project/s. - Evaluate drawings, reports and technical specifications. - Perform other related duties as may be required by BCDA 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	11	11	
1.10	<p>Geodetic Engineer/Survey Party Chief <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Geodetic Engineering <i>Experience:</i> Four (4) years of relevant experience <i>Training:</i> 24 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Act as the Survey Party Chief of the Survey Team; - Responsible for all aspects pertaining to surveys, mapping and titling of BCDA properties; - Has direct reporting to the LADD Manager and may represent the Department in meetings requiring information on surveys, mapping and titling; - Facilitates the coordination with the Stakeholders, Contractors, Government Offices (DENR, NCIP, DAR, 	BCDA Corporate Center, Taguig City	1	1	

	<p>LRA and RDs, etc.) and Private Institutions, NGOs and Individuals;</p> <ul style="list-style-type: none"> - Lead in the surveying activities conducted by LADD/BCDA or thru its Survey Contractors/Consultants; - Facilitate the coordination with LSD on legal matters pertaining to surveys and titling; - Signs and certifies survey plans, technical descriptions and other pertinent; and - Perform other related duties as may be required by BCDA. 				
1.11	<p>Survey Technician/Instrument Man <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> Three (3) years of relevant experience <i>Training:</i> 16 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Perform land surveys for maintenance, location, and relocation of section corners through use of GPS equipment and/or conventional surveying equipment; - Perform differential level work; - Perform construction surveys for area roads, bridges, buildings, subdivisions, and other properties; - Perform surveys that define the boundaries or area real property and establish rights-of-way on area roads and properties; - Assist in cutting lines of sight; - Assist in researching in Register of Deeds; - Perform surveys to resolve title discrepancies; - Perform basic and advanced field calculations for all aspects of survey work; - Perform all additional duties that may be assigned by the Survey Party Chief/Project Geodetic Engineer; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1	1	
1.12	<p>Cartographer/CAD Operator <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 8 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Perform the processing of field survey data; - Plot the base maps for the survey; - Perform processing of as-built surveys for area roads, bridges, buildings, subdivisions, and other properties; - Plot the boundaries or area of real property; - Prepare subdivision schemes; - Assist in researching of survey documents; - Perform basic and advanced field calculations for all aspects of survey work; - Perform all additional duties that may be assigned by the Survey Party Chief/Project Geodetic Engineer; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1	1	
1.13	<p>Survey Aide <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 4 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist the Instrument man and Geodetic Engineers in the conduct of survey activities and maintenance of all survey equipment and alike; 	BCDA Corporate Center, Taguig City	2	2	

	<ul style="list-style-type: none"> - Receives direct supervision and on-the-job training from the Survey Party Chief and occasionally the Instrument man; - Perform all additional duties that may be assigned by the Survey Party Chief/Project Geodetic Engineer; and - Perform other related duties as may be required by BCDA. 				
1.14	<p>Sr. Financial Analyst <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> Four (4) years of relevant experience <i>Training:</i> 24 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Prepare financial models for various BCDA projects to determine their viability, cash flow analysis, risk assessment and ROI profitability analysis; - Provide cost-benefit analysis of the project including non-financial factors (economic factors and others); - Assist in due diligence and compliance requirements; - Coordinate with project implementation teams as to assumptions and timetable of the project and other data needed from the teams; - Coordinate with the BCDA's external consultants regarding the viability of the on-going feasibility studies; - Review completion and reasonableness of assumptions for project evaluation; - Monitor progress and prepare reports on the projects assigned to the Chief Finance Officer; - Assist the Chief Finance Officer in the financial analysis and review of the viability of the projects; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1	1	
1.15	<p>Budget Analyst <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> Three (3) years of relevant experience <i>Training:</i> 16 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in the preparation and submission of documents required by DBM and NEDA for the approval of National Government funding equity/subsidy for the following projects: <ul style="list-style-type: none"> • National Government Administrative Center – sports complex • New Clark City (NCC) Road Projects • Subic-Clark Railway Project – right-of-way acquisition and project management expenses • Replication of Philippine Air Force (PAF) facilities in Clark and Philippine Navy (PN) facilities in Fort Bonifacio • Clark International Airport – Airside, Terminal Radar, Airfield Lighting System • PSPC Power Subsidy - Review/prepare the documents and facilitate the release of funds from the DBM and the Bureau of Treasury for the above-stated NG funding equity/subsidy; - Prepare the logistics, presentation materials, notice of approvals and resources required in the conduct of budget deliberation, budget plenary session, management committee meeting, Finance and Investment Board Committee and BCDA Board approvals for the operating units; - Be responsible for the transfer of the approved budget and supplemental budget in the DBM-prescribed budget forms for submission to DBM and GCG; 	BCDA Corporate Center, Taguig City	1	1	

	<ul style="list-style-type: none"> - Prepare the requirements for the approval of realignment and supplemental budget of the operating units; - Implement the approved budget using the Computerized Accounting System-Budget Module and indicate proper charging of the budget in the Request for Payment required in the processing of the disbursement vouchers; - Prepare the documents required in the issuance of Certificates of Funds Availability for the procurement of projects and programs; - Assist in the preparation of external reports as may be required by the BCDA operating units, DBM, COA, DOF, GCG and other government agencies; and - Perform other related duties as may be required by BCDA. 				
1.16	<p>Senior Project Development Officer (Task Force on Utilities-New Clark City) <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> Five (5) years of relevant experience or four (4) years in position/s involving management and supervision <i>Training:</i> 24 hours of relevant training <i>Others:</i> RA 1080 <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in the analysis and evaluation of the power infrastructure project being implemented by BCDA in the New Clark City (NCC); - Assist in the analysis and evaluation of the power-related proposals being received by BCDA in relation to the NCC; - Assist in the preparation of the technical reports in relation to power; - Coordinate with relevant agencies as it relates to the implementation of power projects such as the Department of Energy (DOE), Energy Regulatory Commission (ERC), National Electrification Administration (NEA), District Utilities (DU), etc.; - Analyze the entire power selection/industry with respect to total capacity, number of players, latest technologies and trends, both locally and globally; - Review and analyze available case studies regarding alternative, greener energy resources such as solar or wind energy to improve sustainability and efficiency of power projects; - Maintain professional relationships with the existing clients and develop new business relationships; - Contact leads to schedule presentations and meetings to explain importance and measures to save energy; - Provide technical inputs during meetings and explain to the assigned team the technical matters discussed during meetings; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1	1	
1.17	<p>Project Development Officer/Executive Secretary (OPCEO) <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> Four (4) years of relevant experience <i>Training:</i> 24 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Prepare correspondences and confidential communication as may be directed by the President and CEO; - Ensure the proper implementation of directives/instructions and other related documents being transmitted by the different departments/offices to the various officials for appropriate action; 	BCDA Corporate Center, Taguig City	1	1	

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	<ul style="list-style-type: none"> - Assist in the monitoring of progress of works in connection with the project; - Perform coordination functions under general supervision towards the realization of the goals set in relation to the project; - Assist in planning, organizing, controlling, directing and supervising the various administrative functions of the office in relation to the project; - Assist in the preparation of work plans and work schedules of the Office of the President and CEO in relation to the project; - Perform administrative support functions to the Office of the President and CEO including coordination with different concerned offices, preparation of memoranda/communications, and reports; - File and safe keep confidential documents and records of the President and CEO; - Assist in the preparation of PowerPoint presentations and other briefing materials and encode various data entries pertinent to the operations of the project; - Coordinate with different departments, agencies, etc. relative to meetings of the President and CEO; - Assist in the monitoring and implementation of office policies and guidelines, rules and regulations, systems and procedures; and - Perform other related duties as may be required by BCDA. 				
1.18	<p>Project Development Officer III <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> Four (4) years of relevant experience <i>Training:</i> 24 hours of relevant training</p>		5	5	
1.18.1	<p><i>Department/Unit:</i> OPCEO <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Handle all coordination between government agencies tasked to handle the development of the Project; - Assist in assessing the requirements for the proposed Project; - Provide technical assistance in the planning, implementation and evaluation of the Project; - Act as the point person for the relaying of information to concerned authorities in behalf of the President and CEO; - Assist in the preparation of communication plan for the New Clark City; - Assist in the preparation and execution of agreements with concerned parties necessary to implement the Project; - Be responsible for all ad hoc requirements that may come up during the whole development and creation process; - Engage in marketing and research as regards to developing new business opportunities for the Project; - Act as liaison officer for internal BCDA coordination; - Prepare monthly accomplishment report to be submitted to management, and; - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	2		

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1.18.2	<p>Department/Unit: OEVP-Heritage Park Management Corp.</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Operates on highly technical and/or confidential terms and undertake certain activities relating to Heritage Park; - Performs functions related to Heritage Park; - Provide review and advisory work on project proposals on Heritage Park and its term of reference; - Reviews monthly billings submitted by Rosehills Memorial Management Inc. (RMMI) and ensure that the monthly billings are adequately supported, accurately computed and do not exceed budget; - Prepares monthly billings to RMMI for rent of mortuary, corporate and administrative buildings and utilities (water and electric) consumption for mortuary; - Coordinates with the different departments of RMMI re: maintenance of the Park; - Coordinates with Rodriguez, Britannico and Company (RBC), HPMC's accountant re: payment/submission by HPMC of monthly/quarterly/yearly requirements of BIR and prepare monthly financial statements of HPMC and Perpetual Care Fund (PCF); - Coordinates with Philippine National Bank (PNB) on any Trustees of the PCF and all other funds of the Heritage Park; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1		
1.18.3	<p>Department/Unit: Corporate Communications Office</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in the planning, preparation and implementation of the public relations plan; - Program and develop editorial content (i.e. news and information materials) for various communication channels; - Write and edit press releases, feature stories, letters to the editor, etc. and other public relations materials for dissemination to the press; - Prepare concept papers and proposals for communication activities aimed to communicate and promote key programs and projects; - Implement communication projects designed to promote key programs and projects; - Assist in the monitoring and analysis of BCDA-related news, and provide recommendations and courses of action; - Prepare briefers, talking points, messages, and speeches; - Perform media handling and networking functions; - Prepare reports and minutes of meetings; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1		
1.18.4	<p>Department/Unit: Task Force on Utilities-New Clark City</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in the analysis and evaluation of the water supply and waste water services project being implemented by BCDA in the New Clark City (NCC); - Assist in the preparation of the technical report in relation to water supply and waste water services; - Coordinate with relevant agencies as it relates to the implementation of water supply and waste water services projects such as the National Water Resources Board (NWRB), Department of Environment and Natural Resources (DENR), Department of Health (DOH), Local Government Units (LGUs), and the Local Water Utilities Administration (LWUA); - Analyze the entire water industry with respect to total capacity, number of players, latest technologies and trends, both locally and globally; and 	BCDA Corporate Center, Taguig City	1		

	- Perform other related duties as may be required by BCDA.				
1.19	<p>Senior Administrative Officer (Organization Development & Management Dept.)</p> <p><i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> Four (4) years of relevant experience <i>Training:</i> 24 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Administer and interpret psychological exams; - Conduct document-level inventory on all documents and records of the BCDA Management and Holdings, Inc. (BMHI) concerning personnel matters; - Prepare a masterlist of all inventoried files. Basic information such as type of document/record, subject/description and date should be included in the list; - Prepare the documents and records together with the master list for turnover to BCDA; - Assist in the personnel administration and management of personnel on contract of service with BCDA; - Handle activities that may be assigned by the Department Head in relation to the transition of employment of former BMHI employees and management of current BCDA personnel on contract of service; - Draft memos, letters and correspondences pertaining to personnel matters, especially on matters involving former BMHI employees and current personnel on contract of service with BCDA; - Issue any and all certifications pertaining to former BMHI employees based on available records per request, subject to the approval of the Department Head; and - Perform other related duties as may be required by BCDA. 	Pamayanang Diego Silang, Taguig City	1	1	
1.20	<p>Project Development Officer II</p> <p><i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> Three (3) years of relevant experience <i>Training:</i> 16 hours of relevant training <i>Duties and responsibilities:</i> <i>Department/Unit: New Clark City PMO</i></p> <ul style="list-style-type: none"> - Be primarily responsible for right-of-way (ROW) acquisition of the New Clark City Project; - Conduct direct negotiation with lot owners and project affected people with respect to ROW for the payment of just compensations or financial assistance; - Be responsible for updating of the database regarding the status of ROW acquisition for the NCC Project; - Assist in gathering documents from the Register of Deeds/Bureau of Lands as basis in the processing of payment of lots acquired for the ROW; - Be responsible for updating data gathered with respect to ROW acquisition, whether through negotiation or expropriation; - Provide clerical support to the NCC-ROW as may be necessary; - Review and evaluate folders for expropriation prior to endorsement to the Legal Services Department; - Assist in the enforcement of writ of possession relative to the NCC Project when necessary; - Coordinate with other government agencies such as the Land Registration Authority, Register of Deeds, Department of Agrarian Reform, Department of Environment and Natural Resources, and local government offices, among others, on ROW concerns; - Liaise with concerned units/departments, project consultants and contractors relative to ROW concerns; 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	2	2	

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	<ul style="list-style-type: none"> - Assist in the research and documentation relative to the titling of BCDA properties including, but not limited to, the NCC; - Assist in titling activities and issuance of titles for the NCC areas; and - Perform other related duties as may be required by BCDA. 				
1.21	<p>Project Development Officer I</p> <p><i>Qualification Requirements:</i></p> <p><i>Education:</i> Bachelor's degree relevant to the job</p> <p><i>Experience:</i> Two (2) years of relevant experience</p> <p><i>Training:</i> 8 hours of relevant training</p>		6	6	
1.21.1	<p><i>Department/unit:</i> Land and Assets Development Dept.</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Be primarily responsible for titling activity covering the acquisition of the access roads for the Clark Green City (CGC) Project and the road-right-of-way (RROW) of the Subic-Clark-Tarlac Expressway (SCTEX) Project; - Be responsible for updating the database regarding the status of RROW acquisition for the CGC Project and the SCTEX Project; - Assist in the enforcement of writ of possession relative to the CGC Project and the SCTEX Project when necessary; - Assist in gathering documents from the Register of Deeds/Bureau of Lands (certified true copy of title and subdivision plans) as basis in the processing of payment of lots acquired for the SCTEX-RROW; - Be responsible for updating data gathered with respect to RROW acquisition, whether through negotiation or expropriation; - Provide clerical support to SCTEX – RROW as may be necessary; - Assist the RROW negotiators in the review and evaluation of folders for expropriation prior to endorsement to the Legal Services Department; - Assist in the research and documentation relative to the titling of BCDA properties including, but not limited to the CGC and SCTEX-RROW; - Coordinate with other government agencies such as the Land Registration Authority, Register of Deeds, Department of Agrarian Reform, Department of Environment and Natural Resources, and local government offices, among others, on RROW concerns; - Facilitate the issuance of titles for the CGC and SCTEX areas; and - Perform other related duties as may be required by BCDA. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	1		
1.21.2	<p><i>Department/Unit:</i> New Clark City-PMO</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in initiating consultations, public forum, community assemblies and dialogues with various stakeholders to ensure their full understanding and acceptance of the project; - Assist to maximize efforts of existing alliances, federations and other provincial/local organized groups/collaborations in the affected municipalities to ensure effective and efficient project implementation; - Assist in the conduct of relevant site/field surveys, investigations, consultations and interviews to get the pertinent information/inputs for the formulation of social development plans at the community level; 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	4		

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	<ul style="list-style-type: none"> - Assist in the conceptualization of social development plans pertaining to the setting-up of community organizations that shall aid in the creation of self-sustaining communities for the project affected people; - Undertake specific task in the implementation of livelihood, social services, skills, trainings and other socially relevant projects; - Assist in the direct negotiation with project affected people for the payment of just compensations or financial assistance; - Link-up with local government agencies in the conduct of appraisals for improvements, if any; - Liaise with concerned PMO offices of Green City, government agencies and project consultants and contractors relative to right-of-way concerns; and - Perform other related duties as may be required by BCDA. 				
1.21.3	<p>Department/Unit: Corporate Communications Office <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in the implementation of the BCDA Communication Plan by providing technical support to communications activities, especially those related to the promotion of BCDA's big-ticket projects as included in the Build Build Build Program; - Prepare concept papers and proposals for communication activities aimed to communicate and promote key programs and projects; - Implement communication projects designed to promote key programs and projects; - Prepare briefers, reports and minutes of meetings; - Coordinate with other government agencies for the implementation of an integrated communications plan for the Build Build Build Program; - Develop corporate communication materials, as necessary; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1		
1.22	<p>Security Officer <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree relevant to the job <i>Experience:</i> Three (3) years of relevant experience <i>Training:</i> 16 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in the formulation and implementation of security plans for the BCDA properties. - Assist in the conduct and preparation of Security Survey and Inspection Report. - Assist in the supervision, monitoring and periodic evaluation of deployment of guards in BCDA properties vis-à-vis the prevailing security risk in order to determine the appropriate security measures to be adopted (either or additional deployment, reduction, or additional deployment of guards). - Prepare drafts of periodic and special reports related to Security Operation. - Assist in the conduct of periodic performance Evaluation and inspection of security agencies under contract with BCDA. - Recommend security measures and controls necessary to ensure the effectiveness of security operations for the BCDA. - Conduct periodic review of ongoing security operations for the BCDA and make necessary recommendations for revision and improvements of existing security policies as the need arises vis-à-vis the prevailing situation. 	BCDA Corporate Center, Taguig City BCDA Corporate Center, Taguig City	1 1	2	

	<ul style="list-style-type: none"> - Coordinate/liaison with cognizant AFP, PNP Units and other security forces in Metro Manila and Region 3 pertaining to the provision of security for BCDA. - Gather intelligence information in BCDA Properties on various aspects of the operation that may affect the implementation of the project. - Conduct regular inspection and monitoring within BCDA Properties to ensure protection against illegal encroachment. - Provide security coverage for all BCDA personnel on official duty in BCDA properties. - Perform other related duties as may be required by BCDA. 				
1.23	<p>Marketing Associate <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 4 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in the execution of marketing and promotional materials for the big-ticket projects and other priority projects of BCDA. - Execute concepts, designs, themes and copy into final artwork such as signage, posters, tarpaulin and print advertisements, invitation, flyers, Audio Visual Presentation (AVP), Power Point Presentation or any other artwork per instructions. - Determine the most cost effective way to meet artistic requirements. - Review, mark up, assemble and prepare final layouts for printer or production. - Suggest improvements as needed and submit deliverables in timely manner. - Handle the management of events, road shows and business meetings to be organized by BCDA through the Marketing Unit, including the execution of concepts and designs related to such events. - Carry out legwork in relation to conferences, trade exhibits, fora and summits to be participated in by BCDA through the Marketing Unit. - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	2	2	
1.24	<p>Sr. Command Center Operator <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 8 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Oversee the operation and administration of the CIAC Command Center. - Coordinate with equipment vendors for technical support and CIAC Security Personnel for the surveillance/security operations. - Facilitate the efficient resolution of critical and non-critical emergency incidents. - Ensure IT service availability. - Take charge in reporting, notification and provision of interface during critical and non-critical emergency events. - Provide regular information and updates, where applicable, to ensure the resolution of events and incidents. - Provide safety and emergency response. - Guide and assist airport personnel during emergency and non-emergency situations. - Communicate progress on incidents to relevant stakeholders. - Conduct incident ticket audits to ensure process compliance. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	2	2	

	<ul style="list-style-type: none"> - Support problem management process to prevent the recurrence of emergency and non-emergency events and incidents. - Guide and mentor Command Center Operators. - Perform other related duties as may be required by BCDA. 				
1.25	<p>Command Center Operator <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 4 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Report, notify and provide interface during critical and non-critical emergency events from submission of incident reports up to actual resolution at CIAC. - Provide regular information and updates, where applicable, to ensure the resolution of events and incidents in an appropriate and timely manner. - Access control to monitor activities covered by CCTV cameras at the airside parking and airport gates. - Provide safety and emergency response. - Guide and assist airport personnel during emergency and non-emergency situations. - Perform other related duties as may be required by BCDA 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	3	3	
1.26	<p>Liaison Officer <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 8 hours of relevant training</p>		3	3	
1.26.1	<p><i>Department/Unit:</i> Corporate Finance & Treasury Dept. <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Conduct the monitoring of inventories/transactions of remaining BCDA-owned Lot Certificates in Heritage Park; - Validate the availability of the lots; - Process the application form to purchase, and endorse the same to the Department Manager; - See to it that the acceptance/approval by BCDA of the Application to Purchase Forms shall not be unreasonably withheld/delayed, and should not exceed five (5) working days from date of receipt of payments and required documents; - Facilitate payments either in spot case or installment basis; - Be in charge of all the queries of the clients thru brokers; - Regularly monitor the Accounts Receivables for installment basis; - Facilitate the transfer of the Certificates to fully paid lot owners in coordination with the Philippine National Bank (PNB); - Monitor, verify and check the Broker's Commission; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1	1	
1.26.2	<p><i>Department/Unit:</i> New Clark City-PMO <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist in initiating consultations, public forum, community assemblies and dialogues with various stakeholders to ensure their full understanding and acceptance of the project; 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	1	1	

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	<ul style="list-style-type: none"> - Assist to maximize efforts of existing alliances, federations and other provincial/local organized groups/collaborations in the affected municipalities to ensure effective and efficient project implementation; - Assist in the conduct of relevant site/field surveys, investigations, consultations and interviews to get the pertinent information/inputs for the formulation of social development plans at the community level; - Assist in the direct negotiation with project affected people for the payment of just compensations or financial assistance; - Link-up with local government agencies in the conduct of appraisals for improvements, if any; - Liaise with concerned PMO offices of Green City, government agencies and project consultants and contractors relative to right-of-way concerns; - Assist in the census survey of affected communities of the Project; - Perform administrative support functions to the Department Head including coordination with different concerned offices, preparation of memorandum/communications, and reports; - Monitor and handle document tracking system and outgoing documents of the Department; - Assist in receiving and reviewing incoming correspondence and route all memoranda or other pertinent documents to concerned personnel; and - Perform other related duties as may be required by BCDA. 				
1.26.3	<p>Department/Unit: Office of the Chairman <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Perform various technical/clerical/secretarial tasks for the Chairman including screening of incoming calls and visitors; - Liaise with other offices and departments in the discharge of the functions of the Office; - File and safe keep documents and records of the Office; - Encode various data entries pertinent to the operations of the Office; - Supervise the administrative staff in the performance of the functions of the Office; - Assist the Chairman in the preparation of PowerPoint presentation and other briefing materials; - Layout invitation/s for event as instructed by Chairman; - Serve as Assistant to the Chairman; - Facilitate and supervise file inventories of the Office; - Coordinate with different departments, agencies, etc. relative to the meetings of the Chairman; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1	1	
1.27	<p>Social Development Assistant <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree <i>Experience:</i> One (1) year of relevant experience <i>Training:</i> 4 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Assist the beneficiaries in complying with the documentary requirements in relation to the project. - Assist in the census survey for the project. - Perform administrative support functions including coordination with different concerned offices, preparation of memorandum/communications, and reports. - Monitor and handle document tracking system and outgoing documents of the Department. - Assist in receiving and reviewing incoming correspondence and route all memoranda or other pertinent documents to concerned personnel. 	Pamayanang Diego Silang, Taguig City	1	1	