

	<ul style="list-style-type: none"> - Act as liaison to other agencies to ensure proper compliance and implementation. - Assist in evaluating, analyzing and identifying problems, issues and concerns and recommend solutions or actions pertaining to the project. - Monitor and implement approved projects for the community. - Assist in designing and formulating various operating systems and procedures for the various performance of community relations functions. - Assist in the preparation of plans and programs for the community. - Assist in monitoring and evaluating the over-all performance of functions and operations in relation to community relations. - Coordinate with various agencies such as Non-Governmental Organization, National Government Agencies, People's Organizations and other stakeholders as may be necessary in relation to the performance of functions. - Report and update immediate supervisor on the progress and accomplishments during regular meetings and conference. - Prepare accomplishment report and other necessary report, which are critical to the Department and/or the top management. - Perform other related duties as may be required by BCDA 				
3.27	<p>Nurse <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree in Nursing <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 patients' vital signs. - Monitor blood sugar levels using the glucometer. - Dispense the appropriate first aid medications, when the doctor is not around, based on patients' symptoms. - Provide first aid treatment to minor illnesses and injuries. - Assist the doctor during medical consultations and vaccinations. - Administer vaccine when the doctor is not around. - Coordinate with HMO when the need arises. - Prepare the patients' charts and update and file the medical records. - Make a regular inventory of the medicines and the medical supplies. - Prepare documentation for medical, optical and dental reimbursement claims. - Keep track of the ingress and egress of clinic documents. - Draft simple memos. - Perform other related duties as may be required by BCDA 	BCDA Corporate Center, Taguig City	1	1	
3.28	<p>Tour Guide Supervisor <i>Qualification Requirements:</i> <i>Education:</i> Bachelor's degree <i>Experience:</i> Two (2) years of relevant experience <i>Training:</i> 4 hours of relevant training <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Responsible in the daily activities of the Tour and Guest Relations Unit which includes the following: <ul style="list-style-type: none"> • Promote and maintain good public relations of BTP with the guests, builds linkages with LGUs/GOs, NGOs, affiliates with tourism groups and association. • Coordinate and co-organize tourism activities, events, services and attractions. • Serve as the official representative of BTP to Bataan Hotel & Restaurant Association (BHROA) and 	Bataan Technology Park, Morong, Bataan	1	1	

	<p>Association of Tourism Officers in Central Luzon (ATOCEL).</p> <ul style="list-style-type: none"> • Give briefing to the guests on tour and provide information to inquiries. • Be responsible for handling group tours, booking arrangement and inquiries. • Assist in the information campaign, preparation of brochures and tourism information materials, as well as attend to various tourism events. <p>- Responsible in Museum and Park Management which includes the following:</p> <ul style="list-style-type: none"> • Oversee the establishment of museum and prepare text/content of information for the museum. • Conduct research, gather information to showcase the history and development of BTP from its being the former Philippine Refugee Processing Center (PRPC) towards its transition to its present operation as BTP. • Provide accurate information based on history and actual experience. • Collect artifacts, memorabilia, items, documents of the former PRPC. • Coordinate with the National Historical Commission (NHC) for inputs on Museum. • Train tour guides and prepares tour guide script. • Attend to the tours of various schools, offices, pilgrims, etc. <p>- Serve as cashier of BTP. - Perform other related duties as may be required by BCDA.</p>				
2	Administrative and Clerical Services		47	47	
2.1	<p>Transcriptionist <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"> - Accurately transcribe the recordings of all BCDA Board Meetings and Board Committee Meetings. - Transcribe accurately, utilizing correct punctuation, grammar and spelling and edits for inconsistencies. - Maintain a back-up file for hard and electronic copies of transcribed Board and Committee Meetings. - Maintain a back-up database system for all electronic recordings of Board and Board Committee Meetings. - Assist in the handling of documents for routing and filling through Electronic Document Tracking System (EDTS). - Assist in the preparation of Board Materials such as collation and reproduction of agenda materials Board discussion. - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1	1	
2.2	<p>Process Server/Docket Officer <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"> - Deliver and/or collect documents, office correspondence, packages, materials, and the like as required/directed and ensure the security of said materials, packages, documents, and the correspondence before destination is reached. - Locate and track down persons to be served/addresses and deliver documents/ correspondence accordingly. - Serve legal documents and orders. - Assist in the processing of documents for mailing and/or delivery. - Receive and record all outgoing documents. 	BCDA Corporate Center, Taguig City	2	2	

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	- Perform other related duties as may be required by BCDA.				
2.3	<p>Support/Help Desk Technician</p> <p><i>Qualification Requirements:</i></p> <p><i>Education:</i> Completion of two (2) years of college or relevant vocational/trade course</p> <p><i>Experience:</i> Three (3) years of relevant experience</p> <p><i>Training:</i> None required</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Install and configure computer hardware, software, systems, networks, printers, scanners and other IT equipment. - Investigate, diagnose and solve computer software and hardware faults. - Assist end-users on IT systems. - Assist in presentations, programs and meetings in terms of preparations and IT related issues. - Assist Level 1 and Level 2 IT support in project related activities. - Repair IT equipment and replace malfunctioning or consumable parts. - Provide general IT support to end-users. - Solve accounts and password problems. - Undertake IT related inventories. - Plan and undertake scheduled maintenance and upgrades. - Support off-site offices, e.g., Clark-PMO, BTPI, etc. - Perform other related duties as may be required by BCDA 	BCDA Corporate Center, Taguig City	1	1	
2.4	<p>Premises/Transportation Supervisor</p> <p><i>Qualification Requirements:</i></p> <p><i>Education:</i> Completion of two (2) years of college or relevant vocational/trade course</p> <p><i>Experience:</i> Three (3) years of relevant experience</p> <p><i>Training:</i> None required</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Supervise the repair and maintenance of BCDA facilities (i.e., office, storages, staff house, etc.) in Clark. - Supervise the repair and maintenance of BCDA vehicles stationed in Clark. - Dispatch vehicles. - Be in-charge of record keeping and record coordinating with other departments. - Canvass vehicles spare parts and construction materials (if needed). - Prepare utility bills such as but not limited to PLDT, Shell, Caltex, water, electricity and other documentary requirements for the procurement of vehicle spare parts and construction materials needed for continuous operational support in Clark. - Perform other related duties as may be required by BCDA. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	2	2	
2.5	<p>Technical Assistant</p> <p><i>Qualification Requirements:</i></p> <p><i>Education:</i> Bachelor's degree</p> <p><i>Experience:</i> One (1) year of relevant experience</p> <p><i>Training:</i> 4 hours of relevant training</p>		3	3	
2.5.1	<p><i>Department/Unit:</i> Project Management Dept.</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Prepare Contracts to Sell (CTS) and Deeds of Absolute Sale (DOAS) for socialized housing and other BCDA 	BCDA Corporate Center, Taguig City	1		

	<p>beneficiaries by filling up the necessary entries in pro-forma/template CTS/DOAS;</p> <ul style="list-style-type: none"> - Prepare and/or secure the following documentary requirements (e.g. verification of TIN, certified copies of BCDA titles, tax clearances, tax declarations, etc.) by filling up and submitting forms, as well as payment of necessary fees to various government agencies for the initial phase of the process of transferring BCDA titles over lots and medium rise building (MRB) units in the name of its socialized housing beneficiaries; - Coordinate, meet, personally assist or accompany beneficiaries to various government agencies (e.g. Pag-IBIG, BIR, etc.) and secure their signature on the CTS/DOAS; - Prepare memo endorsement of CTS/DOAS along with complete supporting documents for the approval of BCDA's authorized signatory/ies; - Facilitate notarization of CTS/DOAS; - Prepare memo to concerned departments/units to retrieve original copies of titles and tax declarations in the name of BCDA in preparation for its transfer in the names of beneficiary/awardee; - Liaise with various government agencies (e.g. BIR, City Assessor, Treasurer's Office, Register of Deeds) to facilitate the release of documents (e.g. Certificate Authorizing Registration (CAR), Transfer Tax, transferred titles and tax declaration) for the second phase in the process of transfer of title; - Prepare memo request for payment of required fees to BIR's accredited bank; - Encode/fill up electronic downloadable BIR forms from the BIR website; - Submit titles transferred in the name of the beneficiary to the Treasury and Investments Department to check if BCDA still has receivables from concerned beneficiary; - Evaluate and prepare documentary requirements in relation to Pag-IBIG loan applications; - Provide assistance to walk-in beneficiaries/awardees relative to the processing of Pag-IBIG loan applications; - Type drafts and final form of memorandum, office correspondence and other documents needed by the department; - Attend to and maintain records of incoming and outgoing communications and other matters and assists in the distribution/routing thereof to concerned department and staff; - Facilitate requisition/procurement, stockpiling and distribution of office supplies, materials and equipment and in controlling and regulating the issuances, safekeeping, use and maintenance thereof; - Receive and entertain visitors, phone calls for official matters; and - Perform other related duties as may be required by BCDA. 				
2.5.2	<p>Department/Unit: Land and Assets Development Dept.</p> <p><i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Coordinate, consult, schedule and monitor the department head's appointments and schedule of activities; - Attend to the visitors and callers of the department head and in his/her absence, provide assistance on their respective requirements or direct them to the proper officials/personnel of the BCDA regarding their purposes; - Receive, sort, record and route to the proper personnel all incoming and outgoing communications for the department head; - Take dictation, type delicate/confidential communications, prepare minutes of meetings and other routine 	BCDA Corporate Center, Taguig City	1		

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	<p>correspondences as may be assigned or directed by the department head;</p> <ul style="list-style-type: none"> - Update and maintain records of confidential papers, Board Resolutions, official issuances such as circulars, memoranda, office orders, reports and other documents and assume responsibility for them; - Assist in the collation and preparation of standard office forms and other documents; - Assist in the monitoring of various activities of the department; - Take charge of the requisition, procurement, stocking of office supplies, materials and equipment needed by the office and control/regulate the issuance, safekeeping, use and maintenance thereof; - Be responsible in coordinating with TID for the safekeeping and retrieval of land titles; - Assist in the budget preparation and oversee documents coming from Clark PMO; - Provide general support to the senior staff of the department; and - Perform other related duties as may be required by BCDA. 				
2.5.3	<p>Department/Unit: Corporate Finance & Treasury Dept.</p> <ul style="list-style-type: none"> - Receive from occupants/beneficiaries of the NAPOLCOM housing project payments for amortization of housing loans granted, estate management fees, utilities and other fees that may be imposed by management; - Issue official receipts for all collections received; - Prepare deposit slips and remit daily cash collections to TID for deposit to appropriate accounts and preparation of Daily Collection Reports; - Reconcile receivable accounts; - Maintain a Cash Book for all collections received; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	1		
2.6	<p>Senior Administrative Assistant</p> <p><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"> - Draft internal memorandum/communication with regard to departmental and project concerns. - Prepare, secure and/or facilitate the documentary requirements for processing of entitlements. - Coordinate with and assist customers/beneficiaries in the processing of entitlements, when necessary. - Liaise with various government agencies as needed. - Type drafts and final form of memorandum, office correspondence and other documents needed by the department. - Attend to, maintain, and monitor records of incoming and outgoing communications and other matters and assist in the distribution/routing thereof to concerned department and staff. - Compile various documents, fax letters, scanning of documents, among others. - Provide assistance in preparing power point presentations and briefing materials as instructed by the department head. - Facilitate requisition/procurement, stockpiling and distribution of office supplies, materials and equipment and in controlling and regulating the issuances, safekeeping, use and maintenance thereof. - Assist in liaison/follow-up work for the staff. - Coordinate with different departments, agencies, etc. relative to the department's meetings. 	BCDA Corporate Center, Taguig City	4	4	

	<ul style="list-style-type: none"> - Receive and entertain visitors, phone calls for official matters. - Perform other related duties as may be required by BCDA. 				
2.7	<p>Administrative Assistant <i>Qualification Requirements:</i> <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</p>	BCDA Corporate Center, Taguig City	3	3	
2.7.1	<p><i>Department/Unit:</i> Various departments at the BCDA corporate offices in BGC and Clark, Pampanga <i>Duties and responsibilities:</i></p> <ul style="list-style-type: none"> - Type drafts and final form of memoranda, office correspondence and other documents needed by the department. - Attend to and maintains records of incoming and outgoing communications and other matters and assists in the distribution/routing thereof to concerned department and staff. - Assist in the requisition/procurement, stockpiling and distribution of office supplies, materials and equipment and in controlling and regulating the issuances, safekeeping, use and maintenance thereof. - Assist in simple liaison/follow-ups work for the staff. - Receive and entertain visitors, phone calls for official matters. - Perform other related duties as may be required by BCDA. 				
2.7.2	<p><i>Department/Unit:</i> Accounting Dept.</p> <ul style="list-style-type: none"> - Type drafts and final form of memoranda, office correspondence and other documents needed by the department; - Attend to and maintains records of incoming and outgoing communications and other matters and assists in the distribution/routing thereof to concerned department and staff; - Assist in the requisition/procurement, stockpiling and distribution of office supplies, materials and equipment and in controlling and regulating the issuances, safekeeping, use and maintenance thereof; - Assist in simple liaison/follow-ups work for the staff; - Receive and entertain visitors, phone calls for official matters; and - Perform other related duties as may be required by BCDA. 				
2.8	<p>Liaison Assistant <i>Qualification Requirements:</i> <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 responsible for conducting negotiations with project-affected people within the project area; - Conduct data gathering and interviews; - Prepare indicative structure and location maps; - Draft and encode daily summary reports of activities; - Prepare photo documentation; - Coordinate with affected communities; - Liaise with other government agencies on right-of-way concerns; - Provide clerical support to the project as may be necessary; and - Perform other related duties as may be required by BCDA. 	SCTEX/New Clark City Projects, Clarkfield, Pampanga	5	5	
2.9	<p>Media Production Assistant <i>Qualification Requirements:</i></p>	BCDA Corporate	1	1	

	<p><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"> - Document official BCDA functions and events in photo and video form; - Serve as close-in photographer/videographer to the Chairman and the President/CEO in official events; - Maintain and manage CCO's photo/video library database; - Update and upload digital assets in the BCDA intranet; - Assist in the monitoring, clipping and archiving of BCDA-related news; - Archive print and broadcast format news in a Lotus Notes database called "Daybreak"; - Assist in the uploading of social media content in BCDA's official platforms (i.e. Facebook, Twitter, Youtube, etc.); - Engage in basic audio-visual production; and - Perform other related duties as may be required by BCDA. 	Center, Taguig City			
2.10	<p>Records Clerk <i>Qualification Requirements:</i> <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"> - Act as front-line service provider assigned at the Central Receiving and Releasing Area (CRRRA); - Receive, check, inventory, scan and encode all incoming documents for electronic tracking to be forwarded to various BCDA departments; - Check and dispatch outgoing documents; - Attend to and maintain records of incoming and outgoing communications and other matters and assists in the distribution/routing thereof to concerned department and staff; - Process active and archival documents and records; - Receive, check and inventory, all documents turned over to RMOSD; - Attend to and maintain records of files in storage; - Type drafts and final form of memorandum, office correspondence and other documents needed by the division; - Assist in the requisition/procurement, stockpiling and distribution of office supplies, materials and equipment and in controlling and regulating the issuances, safekeeping, use and maintenance thereof; - Assist in simple liaison/follow-ups work for the staff; - Receive and entertain visitors, phone calls for official matters; and - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	2	2	
2.11	<p>Procurement Clerk <i>Qualification Requirements:</i> <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"> - Review Procurement Request (PR), prepare Request for Quotation (RFQ) and send to suppliers through facsimile; 	BCDA Corporate Center, Taguig City	1	1	

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	<ul style="list-style-type: none"> - Create the Procurement Request (PR) and dummy Purchase Order (PO) in SAP; - Perform the Document Management System (DMS) that includes document scanning to be attached to a PO/JO in SAP; - Conduct canvassing, evaluate quotations received and generate the Abstract of Quotations Report from SAP; - Coordinate with end-users and suppliers regarding the item/s being procured; - Post all RFQs with an Approved Budget for the Contract (ABC) of above Php50,000.00 in the Bulletin Board; - Update the monitoring report of all Procurement Requests (PR); - Prepare the COA Report for all confirmed POs/Jos by winning suppliers; - Prepare the Request for Payment (RFP) for suppliers who completed the delivery of procured goods and services that includes compilation of supporting documents; - Conduct actual canvassing and procurement of items that are urgently needed; and - Perform other related duties as may be required by BCDA. 				
2.12	<p>Administrative Clerk <i>Qualification Requirements:</i> <i>Education:</i> High School Graduate 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"> - Record incoming and outgoing documents. - Maintain systematic file of all official documents - Draft simple memoranda, letters and other communications. - Type drafts and final form of memoranda, office correspondence and other documents needed by the department. - Perform other related duties as may be required by BCDA. 	<p>BCDA Corporate Center, Taguig City</p> <p>SCTEX/New Clark City Projects, Clarkfield, Pampanga</p>	5	7	
2.13	<p>Office/Field Personnel <i>Qualification Requirements:</i> <i>Education:</i> High School Graduate 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"> - Conduct data gathering. - Conduct interviews with project-affected people. - Coordinate with project-affected people and communities. - Prepare structure location map. - Draft and encode daily summary reports of activities. - Prepare photo documentation. - Assist in the land survey works of the Land and Assets Development Department (LADD) and locators' surveyors. - Facilitate and document payment of financial assistance to project-affected people. - Prepare daily activity and periodic reports. 	<p>SCTEX/New Clark City Projects, Clarkfield, Pampanga</p>	8	8	
2.14	<p>Administrative Clerk/Receptionist <i>Qualification Requirements:</i> <i>Education:</i> High School Graduate 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"> - Assist in the Reception/Registration Area which include the following: - Process all requests for room reservation & booking. 	<p>Bataan Technology Park, Morong, Bataan</p>	1	1	

	<ul style="list-style-type: none"> - In charge of the arrival and check in and out of guests including issuance and retrieval of room keys. - Prepare billing. - Check and monitor room status for availability of bookings. - Assist in the housekeeping service which include the following: <ul style="list-style-type: none"> - Assist in the housekeeping, laundry service for all linen items. - Assist in the preparation of events venue and dining venue of events/bookings. - Check the condition of all guest rooms facilities/fixtures and report defects through job order. - Collect report of housekeepers on housekeeping activities prior to submission to the department head. - Facilitate inventory of linens, housekeeping supplies and issuance of the same. - Assist in the museum restoration, gathering and segregation of items and documentation. - Perform other related duties as may be required by BCDA. 				
2.15	<p>Reproduction Machine Operator/Messenger <i>Qualification Requirements:</i> <i>Education:</i> High School Graduate or relevant vocational/trade course <i>Experience:</i> Three (3) 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"> - Take charge of the reproduction of pertinent documents, materials needed by the different offices/departments in BCDA. - Perform a variety of office tasks such as collating, binding, arranging, reproduced files and materials. - Maintain the orderliness and cleanliness of the reproduction area. - Reports any trouble in the machine for repair assistance. - Deliver and/or collect documents, office correspondence, packages, materials, and the like as required/directed and ensure the security of said materials, packages, documents, and the correspondence before destination is reached. - Receive and records all outgoing documents. - Perform other related duties as may be required by BCDA. 	BCDA Corporate Center, Taguig City	2	2	

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

Section VII. Technical Specifications

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TERMS OF REFERENCE

BIDDING OF MANPOWER SERVICES FOR GENERAL SUPPORT AND JANITORIAL SERVICES FOR THE BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) UNDER A TWO (2) – YEAR SERVICE AGREEMENT

(LOT 1)

1. General Objective

The Bases Conversion Development Authority seeks to acquire the services of a manpower service contractor to: 1) perform good housekeeping services in BCDA offices and its facilities, which includes ensuring its cleanliness and sanitation; and 2) provide the following services: a) general support services, including janitorial, estate management and maintenance services; and b) driving services.

2. Areas of Coverage/Place of Assignment

- 2.1 BCDA corporate offices and facilities in Bonifacio Global City and Pamayanang Diego Silang in Taguig City
- 2.2 BCDA field offices for New Clark City/SCTEX Projects in Pampanga and Tarlac
- 2.3 BCDA staff houses in Camp John Hay, Baguio City and Clark, Pampanga
- 2.4 Bataan Technology Park in Morong, Bataan

3. Duration of Contract

The Contract shall be for a period of two (2) years, effective **01 August 2018 to 31 July 2020**, unless otherwise terminated pursuant to causes stated in the contract.

BCDA may opt to extend the Contract on a periodic month-to-month basis but not to exceed an aggregate period of one (1) year, upon terms and condition mutually acceptable to the parties concerned, provided that all the conditions set forth in the Revised Guidelines on the Extension of Contracts for General Support Services (Appendix 24 of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184) have been complied with.

4. Approved Budget of the Contract

The Approved Budget for the Contract (ABC) shall be **Pesos: Twenty Million Two Hundred Thousand (Php 20,200,000.00)** for the **first year** only.

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: (1) under extraordinary circumstances and upon prior approval of the Government Procurement Policy Board (GPPB) pursuant to Sec. 61.1 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184; (2) in case the cost of the contract is affected by any applicable new laws, ordinances, regulations, or other acts of the Government of the Philippines (GoP) pursuant to Sec. 61.2 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184; or (3) if BCDA sees the need for an increase or decrease in the number of personnel during the term of the contract pursuant to Sec. 5.2 of Appendix 14 of R.A. 9184.

5. Qualifications of the Bidders

Qualified bidders must:

- 5.1 Have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC, or two similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer to contracts

involving supply of manpower services that include janitorial and/or general support services;

- 5.2 Be duly registered with the Department of Labor and Employment (DOLE);
- 5.3 Be duly registered with the Bureau of Internal Revenue (BIR);
- 5.4 Be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship;
- 5.5 Be duly registered with PhilGEPS; and
- 5.6 Be an active employer registered with the following agencies:
 - 5.6.1 Social Security System (SSS);
 - 5.6.2 Home Development Mutual Fund (PagIBIG Fund); and
 - 5.6.3 Philippine Health Insurance Corporation (PhilHealth).

6. Manpower Requirements

- 6.1 **65 personnel** (as of 15 May 2018) to provide the following services:
 - 6.1.1 Janitorial services – 25
 - 6.1.2 General support services – 12
 - 6.1.3 Driving services – 28

See attached Annex "A" (2018 BCDA General Support and Janitorial Services Manpower Requirements) for the breakdown.

- 6.2 The number of manpower requirements and services shall increase or decrease at any time at the discretion of BCDA.

7. Working Days/Hours

- 7.1 The following personnel shall render eight (8) hours of work daily, six (6) days a week, except on legal holidays and the personnel's designated rest day:

- 7.1.1 Utility Supervisor
- 7.1.2 Janitor/Janitress/Utility Personnel
- 7.1.3 Carpenter/Maintenance Supervisor
- 7.1.4 Aircon Technician/Jr. Electrician
- 7.1.5 Skilled Maintenance Crew

- 7.2 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:

- 7.2.1 Mechanic/Driver
- 7.2.2 Assistant Mechanic
- 7.2.3 Light Vehicle Driver
- 7.2.4 Heavy Vehicle Driver
- 7.2.5 Sr. Electrician/Maintenance Technician

- 7.3 Only the actual number of workdays and man-hours spent shall be used for billing purposes.
- 7.4 Working days of additional manpower shall be determined depending on the need of BCDA.

8. General Terms and Conditions

- 8.1 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.
- 8.2 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.
- 8.3 Services rendered beyond the required number of hours per day shall be considered overtime work subject to overtime pay.
- 8.4 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.
- 8.5 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.
- 8.6 The daily wages shall be adjusted correspondingly if any law, order, rule or regulation is promulgated or issued increasing the minimum wage, if applicable, or providing for payment of additional employee benefits.
- 8.7 The Contractor shall comply with the laws governing employee's compensation, PhilHealth, Social Security System, Pag-IBIG Fund, and labor standards, and other laws, rules and regulations of employment.
- 8.8 The Contractor shall issue a payslip to every payday detailing the salaries received and all deductions due to each personnel.
- 8.9 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.
- 8.10 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.
- 8.11 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.
- 8.12 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.
- 8.13 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.

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- 8.14 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.
- 8.15 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 at BCDA. However, the Contractor may hire the present personnel performing manpower services for BCDA.
- 8.16 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.
- 8.17 The Contractor's personnel shall abide by BCDA's policies, rules and regulations.
- 8.18 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.
- 8.19 The Contractor's personnel shall submit themselves to all security and safety protocols of BCDA.
- 8.20 The Contractor shall provide, at its own expense, uniforms for its personnel assigned to BCDA.
- 8.21 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.
- 8.22 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.
- 8.23 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.
- 8.24 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.
- 8.25 Based on the assessment, BCDA may pre-terminate the contract for failure of the Contractor to perform its obligations, in line with the Guidelines on Termination of Contracts (Annex I of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184).
- 8.26 The procurement for manpower services shall be consistent with RA 9184 and its IRR and the GPPB Guidelines on the Procurement of Security and Janitorial Services pursuant to Resolution No. 24-2007 dated 28 September 2007.

9. Billings

- 9.1 Billings shall be submitted semi-monthly within seven (7) days from cut-off date. The cut-off date shall be as follows:

- Every 5th day of the succeeding month; and
- Every 20th day of the month.

9.2 Billings shall be based on the actual number of days worked during billing period and shall include legal holidays with corresponding items of payments.

9.3 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.

9.4 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.

10. Contributions to Pertinent Agencies

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.

11. ATM Services

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.

12. Cost Components (Monthly)

12.1 There are four (4) major components of the bid price:

12.1.1 Direct Labor Cost, which includes the following:

- Basic pay for eight (8) hours work per day;
- Five-day Incentive Leave Pay; and
- 13th Month Pay.

12.1.2 Remittances/Contributions to Government Institutions:

- SSS Premium contributions;
- PhilHealth contributions;
- PagIBIG Fund contributions;
- Employees Compensation Commission (ECC); and
- Others as mandated by applicable laws.

12.1.3 Administrative Cost (supplies and materials):

- Include Cost for use of equipment, supplies, materials and other services.

12.1.4 Taxes and allowance for profit:

- 12% E-VAT as mandated by law or the applicable tax rate in accordance with law; and
- Administrative fee of not less than ten percent (10%) of the total contract cost allowed under Section 11 (b).ii of DOLE Department Order No. 174, s. 2017.

13. Scope of Work/Schedule of Requirements

13.1 Janitorial Services

13.1.1 Utility Supervisor

Qualification Requirements:

Education: High School Graduate or completion of relevant vocational/ trade course

Experience: Two (2) years of relevant experience

Training: None required

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

13.1.2 **Janitors/Janitress/Utility Personnel**

Qualification Requirements:

Education: Elementary School Graduate

Experience: One (1) year of relevant experience

Training: None required

Duties and responsibilities:

13.1.2.1 **BGC/PDS/Clark**

- Daily Operations
 - 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.
- Weekly Operations
 - Washing, scrubbing, waxing and polishing of all floors.
 - Thorough general cleaning, sanitizing and disinfecting of all washrooms and toilets.
 - Wiping of venetian blinds, interior glass windows and doors.
 - Cleaning of glass walls and wooded partitions.
 - Dusting off of light fixtures.

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- Spraying of insecticide.
- Monthly Operations
 - 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.
- Other Duties
 - 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.

13.1.2.2 BTP

- Responsible for the cleanliness and overall appearance of guest rooms and service area:
 - 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; and
- Other related duties as may be required by BCDA.

13.1.2.3 BCDA staff houses in Baguio City and Clark, Pampanga

- 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; and
- Perform other related duties as may be required by BCDA.

13.2 General Support Services

13.2.1 Mechanic/Driver

Qualification Requirements:

Education: High School Graduate or completion of relevant vocational/trade course

Experience: Two (2) years of relevant experience

Training: None required

Others: With corresponding LTO license conditions

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

13.2.2 Assistant Mechanic

Qualification Requirements:

Education: High School Graduate or completion of relevant vocational/trade course

Experience: Two (2) years of relevant experience

Training: None required

Others: With corresponding LTO license conditions

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

13.2.3 Sr. Electrician/Maintenance Technician

Education: Completion of two (2) years of college or relevant vocational/trade course

Experience: Three (3) years of relevant experience

Training: None required

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

13.2.4 Aircon Technician/Jr. Electrician

Qualification Requirements:

Education: High School Graduate or completion of relevant vocational/trade course

Experience: Two (2) years of relevant experience

Training: None required

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

13.2.5 Carpenter/Maintenance Supervisor

Qualification Requirements:

Education: High School Graduate or completion of relevant vocational/trade course

Experience: Two (2) years of relevant experience

Training: None required

Duties and responsibilities:

13.2.5.1 BGC

- 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; and
- Perform other related duties as may be required by BCDA.

13.2.5.2 **BTP**

- 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;
- 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; and
- Perform other related duties as may be required by BCDA.

13.2.6 **Skilled Maintenance Crew (BTP)**

Qualification Requirements:

Education: High School Graduate or completion of relevant vocational/trade course

Experience: Two (2) years of relevant experience

Training: None required

Duties and responsibilities:

13.2.6.1 **Driver/Maintenance Crew**

- 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;

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- 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 disposes 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; and
- Perform other related duties as may be required by BCDA.

13.2.6.2 **Gardener/Maintenance Crew**

- 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; and
- Perform other related duties as may be required by BCDA.

13.2.6.3 **Painter/Maintenance Crew**

- 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; and
- Perform other related duties as may be required by BCDA.

13.2.6.4 **Plumber/Maintenance Crew**

- 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; and
- Perform other related duties as may be required by BCDA.

13.2.6.5 **Electrician/Maintenance Crew**

- 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 the complex and install security lights within the BTP 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; and
- Perform other related duties as may be required by BCDA.

13.3 **Driving Services**

13.3.1 **Light Vehicle Driver**

Qualification Requirements:

Education: High School Graduate

Experience: Two (2) years of relevant experience

Training: None required

Others: With corresponding LTO license conditions

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

13.3.2 Heavy Vehicle Driver

Qualification Requirements:

Education: High School Graduate

Experience: Two (2) years of relevant experience

Training: None required

Others: With corresponding LTO license conditions

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

14. Posting of Bond

The Contractor shall post in favor of BCDA a bond equivalent to the total labor cost for one (1) month for all personnel under the contract, which will answer for the wages due the personnel assigned should the Contractor fail to pay the same.

15. Performance Security

Prior to the signing of the Contract/Service Agreement, the Contractor shall post in favor of BCDA a Performance Security to guarantee its faithful performance of all obligations and undertakings under the Contract. The Performance Security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

- 15.1 Cash or cashier's/manager's check issued by a Universal or Commercial Bank. Five percent (5%);
- 15.2 Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. Five percent (5%); or
- 15.3 Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. Thirty percent (30%).

16. Qualification, Bid Evaluation, Awarding and Other Conditions

- 16.1 Eligibility and Declaration of Winning Bidder

- 1) Only the bids of proponents declared as eligible based on the **Checklist of Requirements for Bidders** (see **Section IX** of the Bid Documents) shall be opened.
- 2) The eligibility requirements envelope shall be opened first and the **Technical Specifications Compliance Form** (see **Section VII** of the Bid Documents) shall be evaluated for compliance; thereafter, the financial bid/s of the eligible proponent/s who have passed the technical specifications shall be opened for evaluation.
- 3) The eligible proponent with the **Lowest Calculated Bid** (i.e., has complied with all technical specifications and has submitted the lowest price) shall undergo the post-qualification process.
- 4) After passing the post-qualification process, the proponent with the **Lowest Calculated Bid (LCB)** shall be declared as the proponent with the **Lowest Calculated Responsive Bid (LCRB)** and shall thereafter be declared as the winning bidder.

16.2 Resolution of Cases Involving a Tie among Bidders

- 1) In the event of a tie among bidders, BCDA shall continue the process of Bid Evaluation and Post-Qualification and only upon declaration that two or more of the bidders are determined as LCRBs will a tie be considered among the bids.
- 2) BCDA will bring the concerned bidders to agree on a nondiscretionary/non-discriminatory tie-breaking method or selection criteria based on sheer luck or chance.

17. Other Conditions Regarding Evaluation

17.1 BCDA reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.

17.2 BCDA reserves the right to reject the proposal of any bidder who:

- 1) does not offer the required services as provided for in this Terms of Reference;
- 2) is discovered to have suppressed, disclosed or falsified information; or
- 3) failed to satisfactorily perform/complete any contract previously taken.

17.3 BCDA reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of its proposals, BCDA may disqualify the proponent from obtaining the award/contract.

17.4 Any attempt by a bidder to influence the BAC or its authorized representatives in the evaluation of the bids or contract award decisions shall result in the rejection of its bid or revocation of award as the case may be, and the application of other sanctions and remedies provided by law.

18. Immediate Provision of Services/Manpower Personnel

The winning bidder shall commit to provide the services required starting **01 August 2018** pending finalization and execution of the contract.

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19. Contract Signing

Within ten (10) calendar days after the approval of the award by the President and CEO, the winning bidder shall sign a Service Agreement, which shall be subject to the review and approval by the Office of the Government Corporate Counsel (OGCC).

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ANNEX "A"

2018 BCDA GENERAL SUPPORT AND JANITORIAL SERVICES MANPOWER REQUIREMENTS

POSITION TITLE	BASIC SALARY (Monthly/Daily/ No. of Workdays)	NO. OF PERSONNEL / PLACE OF ASSIGNMENT						TOTAL
		BCDA Corporate Center, Taguig City	Pamayanang Diego Silang, Taguig City	New Clark City/SCTEX Projects, Clarkfield, Pampanga	Bataan Technology Park, Morong, Bataan	Staff House		
						Clark	Baguio	
JANITORIAL SERVICES								
Utility Supervisor	17,290.00/ 665.00/26 days	1	0	0	0	0	0	1
Janitors/ Janitress/ Utility Personnel	14,274.00/ 549.00/26 days	10	3	4	4	1	2	24
GENERAL SUPPORT SERVICES								
Mechanic/ Driver	14,630.00/ 665.00/22 days	0	0	1	0	0	0	1
Assistant Mechanic	13,904.00/ 632.00/22 days	1	0	0	0	0	0	1
Sr. Electrician/ Maintenance Technician	18,546.00/ 843.00/22 days	0	0	1	0	0	0	1
Aircon Technician/ Jr. Electrician	17,290.00/ 665.00/26 days	1	0	0	0	0	0	1
Carpenter/ Maintenance Supervisor	17,290.00/ 665.00/26 days	1	0	0	1	0	0	2
Skilled Maintenance Crew	16,432.00/ 632.00/26 days	0	0	0	6	0	0	6
DRIVING SERVICES								
Light Vehicle Driver	13,904.00/ 632.00/22 days	14	0	11	0	0	0	25
Heavy Vehicle Driver	14,630.00/ 665.00/22 days	3	0	0	0	0	0	3
TOTAL Number of Personnel		31	3	17	11	1	2	65

ANNEX "B"

2018 BCDA MANPOWER SERVICES TOOLS, EQUIPMENT, SUPPLIES AND MATERIALS

Item	Quantity					Unit	
	Total	BGC	Clark	BTP	JH		
A. TOOLS AND EQUIPMENT							
1	Floor polisher machine	6	2	2	1	1	unit
2	Vacuum cleaner (heavy duty)	9	3	2	2	2	unit
3	Mop squeezer (hard plastic)	8	2	2	2	2	unit
4	Glass cleaner (squeegee/stainless)	8	2	2	2	2	set
5	Push Cart (2x3 bed w/ folding handle)	5	2	1	1	1	unit
6	Hand Trolley	2	1	1	0	0	unit
7	Housekeeping Trolley	3	2	1	0	0	unit
8	Rake	5	2	1	1	1	pc.
9	Grass Cutter	4	1	1	1	1	unit
10	Grass Shears	8	2	2	2	2	pc.
11	Itak/Bolo	8	2	2	2	2	pc.
12	Uline Can (with wheels)	6	2	1	1	2	pc.
13	Clogged Toilet Pump (heavy duty)	7	2	2	1	2	pc.
14	Signages (Caution: wet floor)	8	4	2	1	1	pc.
15	Stanchion (Queue barrier)	4	2	2	0	0	pc.
B. MONTHLY SUPPLIES & MATERIALS							
1	Emulsion wax	7	3	3	1	0	gal.
2	Wax stripper	9	4	4	1	0	gal.
3	Floor Sealer	11	5	5	1	0	gal.
4	Floor Cleaner Disinfectant	7	2	2	1	2	gal.
5	Carpet Shampoo	3	2	1	0	0	gal.
6	Polishing Pad (white)	8	3	3	2	0	pc.
7	Polishing Pad (Green)	5	2	2	1	0	pc.
8	Polishing Pad (black)	5	2	2	1	0	pc.
9	Toilet Bowl Cleaner	6	2	2	1	1	gal.
10	Powdered soap	44	20	15	6	3	kg.
11	Hand Soap	54	40	5	6	3	bot.
12	Detergent Bar	3	0	0	3	0	bar
13	Rags/Pranella cloth	15	6	5	2	2	yrds.
14	Deodorant Cake	8	3	3	1	1	pack
15	Glass Cleaner	7	2	2	1	2	gal.
16	All Purpose Cleaner/Disinfectant	8	3	2	1	2	gal.
17	Fabric Conditioner	10	3	3	2	2	gal.
18	Air Freshener	5	2	1	1	1	gal.
19	Furniture polish	4	1	1	1	1	gal.
20	Dishwashing Liquid	23	10	5	4	4	liter
21	Dishwashing Pad (double-sided)	19	6	5	4	4	pc.
22	Dishwashing Pad (one-sided)	8	2	2	2	2	pc.

23	Insecticide	21	8	5	4	4	can
24	Construction gloves	11	3	3	3	2	pair
25	Cloth Gloves	3	0	0	3	0	pair
26	Laundry Gloves	3	0	0	3	0	pair
27	Rubber Gloves	9	3	2	2	2	pair
28	Tissue Paper	172	100	24	24	24	roll
29	Trash Bags (XL) * 100/pack	30	10	10	5	5	pack
30	Trash Bag (Med) * 100/pack	10	7	3	0	0	pack
31	Steel Wool	5	2	1	1	1	ream
C. SEMESTRAL SUPPLIES & MATERIALS							
1	Mop Head	33	12	12	6	3	pc.
2	Mop Handle (aluminum)	21	8	8	3	2	pc.
3	Dust Mop Head	12	4	4	2	2	pc.
4	Dust Mop Handle	8	2	2	2	2	pc.
5	Dust Mop Frame	8	2	2	2	2	pc.
6	Dust pan	28	8	8	8	4	pc.
7	Stick broom	32	8	8	12	4	pc.
8	Soft broom	40	12	12	12	4	pc.
9	Ceiling broom	7	1	2	2	2	pc.
10	Toilet bowl brush	12	6	4	2	0	pc.
11	Spray Gun	24	12	5	5	2	pc.
12	Face Mask	18	6	3	6	3	box
13	Polishing Pad Holder	6	2	2	1	1	pc.
14	Polishing Brush	2	0	0	0	0	pc.
15	Muriatic acid (Industrial)	5	2	1	1	1	gal.

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TERMS OF REFERENCE

BIDDING OF MANPOWER SERVICES FOR TECHNICAL AND ADMINISTRATIVE SUPPORT SERVICES FOR THE BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) UNDER A TWO (2) – YEAR SERVICE AGREEMENT

(LOT 2)

1. General Objective

The Bases Conversion Development Authority seeks to acquire the services of a manpower service contractor to provide the following services for its projects: 1) technical services and 2) administrative and clerical services.

2. Areas of Coverage/Place of Assignment

- 2.1 BCDA corporate offices and facilities in Bonifacio Global City and Pamayanang Diego Silang in Taguig City
- 2.2 BCDA field offices for New Clark City/SCTEX Projects in Pampanga and Tarlac
- 2.3 Bataan Technology Park in Morong, Bataan

3. Duration of Contract

The Contract shall be for a period of two (2) years, effective **01 August 2018 to 31 July 2020**, unless otherwise terminated pursuant to causes stated in the contract.

BCDA may opt to extend the Contract on a periodic month-to-month basis but not to exceed an aggregate period of one (1) year, upon terms and condition mutually acceptable to the parties concerned, provided that all the conditions set forth in the Revised Guidelines on the Extension of Contracts for General Support Services (Appendix 24 of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184) have been complied with.

4. Approved Budget of the Contract

The Approved Budget for the Contract (ABC) shall be **Pesos: Fifty Six Million One Hundred Thousand (Php 56,100,000.00)** for the first year only.

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: (1) under extraordinary circumstances and upon prior approval of the Government Procurement Policy Board (GPPB) pursuant to Sec. 61.1 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184; (2) in case the cost of the contract is affected by any applicable new laws, ordinances, regulations, or other acts of the Government of the Philippines (GoP) pursuant to Sec. 61.2 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184; or (3) if BCDA sees the need for an increase or decrease in the number of personnel during the term of the contract pursuant to Sec. 5.2 of Appendix 14 of R.A. 9184.

5. Qualifications of the Bidders

Qualified bidders must:

- 5.1 Have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC, or two similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer to contracts involving supply of manpower services that include technical and/or administrative/clerical services;
- 5.2 Be duly registered with the Department of Labor and Employment (DOLE);

- 5.3 Be duly registered with the Bureau of Internal Revenue (BIR);
- 5.4 Be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship;
- 5.5 Be duly registered with PhilGEPS; and
- 5.6 Be an active employer registered with the following agencies:
 - 5.6.1 Social Security System (SSS);
 - 5.6.2 Home Development Mutual Fund (PagIBIG Fund); and
 - 5.6.3 Philippine Health Insurance Corporation (PhilHealth).

6. Manpower Requirements

- 6.1 **109 personnel** (as of 15 May 2018) to provide the following services:
 - 6.1.1 Technical services – 62
 - 6.1.2 Administrative and clerical services – 47

See attached Annex "A" (2018 BCDA Technical and Administrative Support Services Manpower Requirements) for the breakdown.
- 6.2 The number of manpower requirements and services shall increase or decrease at any time at the discretion of BCDA.

7. Working Days/Hours

- 7.1 The following personnel shall render eight (8) hours of work daily, six (6) days a week, except on legal holidays and the personnel's designated rest day:
 - 7.1.1 Tour Guide Supervisor
 - 7.1.2 Administrative Assistant/Receptionist
- 7.2 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:
 - 7.2.1 Sr. Engineer
 - 7.2.2 Environmental Engineer
 - 7.2.3 Architect
 - 7.2.4 Jr. Architect
 - 7.2.5 Resident Engineer
 - 7.2.6 Sr. Site Engineer
 - 7.2.7 Site Engineer
 - 7.2.8 Jr. Engineer
 - 7.2.9 Office Engineer
 - 7.2.10 Geodetic Engineer/Survey Party Chief
 - 7.2.11 Survey Technician/Instrument Man
 - 7.2.12 Cartographer/ CAD Operator
 - 7.2.13 Survey Aide
 - 7.2.14 Sr. Financial Analyst
 - 7.2.15 Budget Analyst
 - 7.2.16 Sr. Project Development Officer
 - 7.2.17 Project Development Officer III/Executive Secretary
 - 7.2.18 Project Development Officer III
 - 7.2.19 Sr. Administrative Officer
 - 7.2.20 Project Development Officer II
 - 7.2.21 Project Development Officer I

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- 7.2.22 Security Officer
- 7.2.23 Marketing Associate
- 7.2.24 Sr. Command Center Operator
- 7.2.25 Command Center Operator
- 7.2.26 Liaison Officer
- 7.2.27 Social Development Assistant
- 7.2.28 Nurse
- 7.2.29 Transcriptionist
- 7.2.30 Process Server/Docket Officer
- 7.2.31 Support/Help Desk Technician
- 7.2.32 Premises/Transportation Supervisor
- 7.2.33 Technical Assistant
- 7.2.34 Sr. Administrative Assistant
- 7.2.35 Administrative Assistant
- 7.2.36 Liaison Assistant
- 7.2.37 Media Production Assistant
- 7.2.38 Records Clerk
- 7.2.39 Procurement Clerk
- 7.2.40 Administrative Clerk
- 7.2.41 Office/Field Personnel
- 7.2.42 Reproduction Machine Operator/Messenger

- 7.3 Only the actual number of workdays and man-hours spent shall be used for billing purposes.
- 7.4 Working days of additional manpower shall be determined depending on the need of BCDA.

8. General Terms and Conditions

- 8.1 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.
- 8.2 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.
- 8.3 Services rendered beyond the required number of hours per day shall be considered overtime work subject to overtime pay.
- 8.4 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.
- 8.5 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.
- 8.6 The daily wages shall be adjusted correspondingly if any law, order, rule or regulation is promulgated or issued increasing the minimum wage, if applicable, or providing for payment of additional employee benefits.
- 8.7 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.



- 8.8 The Contractor shall issue a payslip to every payday detailing the salaries received and all deductions due to each personnel.
- 8.9 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.
- 8.10 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.
- 8.11 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.
- 8.12 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.
- 8.13 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 at BCDA. However, the Contractor may hire the present personnel performing manpower services for BCDA.
- 8.14 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.
- 8.15 The Contractor's personnel shall abide by BCDA's policies, rules and regulations.
- 8.16 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.
- 8.17 The Contractor's personnel shall submit themselves to all security and safety protocols of BCDA.
- 8.18 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.
- 8.19 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.
- 8.20 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.
- 8.21 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.

8.22 Based on the assessment, BCDA may pre-terminate the contract for failure of the Contractor to perform its obligations, in line with the Guidelines on Termination of Contracts (Annex I of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184).

8. Billings

8.1 Billings shall be submitted semi-monthly within seven (7) days from cut-off date. The cut-off date shall be as follows:

- Every 5th day of the succeeding month; and
- Every 20th day of the month.

8.2 Billings shall be based on the actual number of days worked during billing period and shall include legal holidays with corresponding items of payments.

8.3 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.

8.4 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.

9. Contributions to Pertinent Agencies

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.

10. ATM Services

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.

11. Cost Components (Monthly)

11.1 There are three (3) major components of the bid price:

11.1.1 Direct Labor Cost, which includes the following:

- Basic pay for eight (8) hours work per day;
- Five-day Incentive Leave Pay; and
- 13th Month Pay.

11.1.2 Remittances/Contributions to Government Institutions:

- SSS Premium contributions;
- PhilHealth contributions;
- PagIBIG Fund contributions;
- Employees Compensation Commission (ECC); and
- Others as mandated by applicable laws.

11.1.3 Taxes and allowance for profit:

- 12% E-VAT as mandated by law or the applicable tax rate in accordance with law; and

- Administrative fee of not less than ten percent (10%) of the total contract cost allowed under Section 11 (b).ii of DOLE Department Order No. 174, s. 2017.

12. Scope of Work/Schedule of Requirements

12.1 Technical Services

12.1.1 Senior Engineer

Qualification Requirements:

Education: Bachelor's degree in Civil Engineering

Experience: Five (5) years of relevant experience or four (4) years in position/s involving management and supervision

Training: 24 hours of relevant training

Others: RA 1080

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

12.1.2 Environmental Engineer

Qualification Requirements:

Education: Bachelor's degree in Engineering

Experience: Four (4) years of relevant experience

Training: 24 hours of relevant training

Others: RA 1080

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

12.1.3 Architect

Qualification Requirements:

Education: Bachelor's degree in Architecture

Experience: Two (2) years of relevant experience

Training: 8 hours of relevant training

Others: RA 1080

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

12.1.4 Junior Architect

Qualification Requirements:

Education: Bachelor's degree in Architecture
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training
Others: RA 1080

Duties and responsibilities:

- Monitor the day-to-day activities at the project site/s in New Clark City;
- 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.

12.1.5 Resident Engineer

Qualification Requirements:

Education: Bachelor's degree in Civil Engineering
Experience: Three (3) years of relevant experience
Training: 16 hours of relevant training
Others: RA 1080

Duties and responsibilities:

- 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.

12.1.6 Senior Site Engineer

Qualification Requirements:

Education: Bachelor's degree in Civil Engineering
Experience: Two (2) years of relevant experience
Training: 8 hours of relevant training
Others: RA 1080

Duties and responsibilities:

- 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.

12.1.7 Site Engineer

Qualification Requirements:

Education: Bachelor's degree in Engineering
Experience: One (1) year of relevant experience
Training: 8 hours of relevant training
Others: RA 1080

Duties and responsibilities:

- 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.

12.1.8 Office Engineer

Qualification Requirements:

Education: Bachelor's degree in Engineering
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training
Others: RA 1080

Duties and responsibilities:

- Handle all technical reports submitted by the Project Managers in relation to the South Blvd/ASCOM BNS project;
- 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.

12.1.9 Junior Engineer

Qualification Requirements:

Education: Bachelor's degree in Engineering
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training
Others: RA 1080

Duties and responsibilities:

- 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, and water and sewage/waste management system including general administration, budgeting, planning, and policy development;

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- 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; and
- Perform other related duties as may be required by BCDA.

12.1.10 Geodetic Engineer/Survey Party Chief

Qualification Requirements:

Education: Bachelor's degree in Geodetic Engineering

Experience: Four (4) years of relevant experience

Training: 24 hours of relevant training

Others: RA 1080

Duties and responsibilities:

- 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, LRA and RDs, etc.) and Private Institutions, NGOs and Individuals;
- 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.

12.1.11 Survey Technician/Instrument Man

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: Three (3) years of relevant experience

Training: 16 hours of relevant training

Duties and responsibilities:

- 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.

12.1.12 Cartographer/CAD Operator

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: One (1) year of relevant experience

Training: 8 hours of relevant training

Duties and responsibilities:

- 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.

12.1.13 Survey Aide

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: One (1) year of relevant experience

Training: 4 hours of relevant training

Duties and responsibilities:

- Assist the Instrument man and Geodetic Engineers in the conduct of survey activities and maintenance of all survey equipment and alike;
- 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.

12.1.14 Sr. Financial Analyst

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: Four (4) years of relevant experience

Training: 24 hours of relevant training
Others: RA 1080

Duties and responsibilities:

- 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.

12.1.15 Budget Analyst

Qualification Requirements:

Education: Bachelor's degree relevant to the job
Experience: Three (3) years of relevant experience
Training: 16 hours of relevant training

Duties and responsibilities:

- 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:
 - 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;
- 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;

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- 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.

12.1.16 Senior Project Development Officer (Task Force on Utilities-New Clark City)

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: Five (5) years of relevant experience or four (4) years in position/s involving management and supervision

Training: 24 hours of relevant training

Others: RA 1080

Duties and responsibilities:

- 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.

12.1.17 Project Development Officer/Executive Secretary (OPCEO)

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: Four (4) years of relevant experience

Training: 24 hours of relevant training

Duties and responsibilities:

- 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;
- 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;

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- 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.

12.1.18 Project Development Officer III

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: Four (4) years of relevant experience

Training: 24 hours of relevant training

Duties and responsibilities:

12.1.18.1 OPCEO

- 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.

12.1.18.2 OEVP-Heritage Park Management Corp.

- 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

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- 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.

12.1.18.3 **Corporate Communications Office**

- 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.

12.1.18.4 **Task Force on Utilities-New Clark City**

- 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
- Perform other related duties as may be required by BCDA.

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12.1.19 **Senior Administrative Officer (Organization Development & Management Dept.)**

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: Four (4) years of relevant experience

Training: 24 hours of relevant training

Duties and responsibilities:

- 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.

12.1.20 **Project Development Officer II**

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: Three (3) years of relevant experience

Training: 16 hours of relevant training

Duties and responsibilities:

12.1.20.1 **New Clark City-PMO**

- 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;
- 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.

12.1.21 Project Development Officer I

Qualification Requirements:

Education: Bachelor's degree relevant to the job

Experience: Two (2) years of relevant experience

Training: 8 hours of relevant training

Duties and responsibilities:

12.1.21.1 Land and Assets Development Dept.

- 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.

12.1.21.2 **New Clark City-PMO**

- 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;
- 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.

12.1.21.3 **Corporate Communications Office**

- 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.

12.1.22 **Security Officer**

Qualification Requirements:

Education: Bachelor's degree relevant to the job
Experience: Three (3) years of relevant experience
Training: 16 hours of relevant training

Duties and responsibilities:

- 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;
- 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; and
- Perform other related duties as may be required by BCDA.

12.1.23 Marketing Associate

Qualification Requirements:

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: 4 hours of relevant training

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

12.1.24 Sr. Command Center Operator

Qualification Requirements:

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: 8 hours of relevant training

Duties and responsibilities:

- 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;
- Support problem management process to prevent the recurrence of emergency and non-emergency events and incidents;
- Guide and mentor Command Center Operators; and
- Perform other related duties as may be required by BCDA.

12.1.25 Command Center Operator

Qualification Requirements:

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: 4 hours of relevant training

Duties and responsibilities:

- 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; and
- Perform other related duties as may be required by BCDA.

12.1.26 Liaison Officer

Qualification Requirements:

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: 8 hours of relevant training

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Duties and responsibilities:

12.1.26.1 Corporate Finance & Treasury Dept.

- 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.

12.1.26.2 New Clark City-PMO

- 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;
- 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.

12.1.26.3 Office of the Chairman

- Perform various technical/clerical/secretarial tasks for the Chairman including screening of incoming calls and visitors;

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- 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.

12.1.27 Social Development Assistant

Qualification Requirements:

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: 4 hours of relevant training

Duties and responsibilities:

- 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 for the project;
- Assist in receiving and reviewing incoming correspondence and route all memoranda or other pertinent documents to concerned personnel;
- Act as liaison to other agencies to ensure proper compliance and implementation;
- Assist in evaluating, analyzing and identifying problems, issues and concerns and recommend solutions or actions pertaining to the project;
- Monitor and implement approved projects for the community;
- Assist in designing and formulating various operating systems and procedures for the various performance of community relations functions;
- Assist in the preparation of plans and programs for the community;
- Assist in monitoring and evaluating the over-all performance of functions and operations in relation to community relations;
- Coordinate with various agencies such as Non-Governmental Organization, National Government Agencies, People's Organizations and other stakeholders as may be necessary in relation to the performance of functions;
- Report and update immediate supervisor on the progress and accomplishments during regular meetings and conference;
- Prepare accomplishment report and other necessary report, which are critical to the Department and/or the top management; and
- Perform other related duties as may be required by BCDA.

- Conduct research, gather information to showcase the history and development of BTP from its being the former Philippine Refugee Processing Center (PRPC) towards its transition to its present operation as BTP.
 - Provide accurate information based on history and actual experience.
 - Collect artifacts, memorabilia, items, documents of the former PRPC.
 - Coordinate with the National Historical Commission (NHC) for inputs on Museum.
 - Train tour guides and prepares tour guide script.
 - Attend to the tours of various schools, offices, pilgrims, etc.
- Serve as cashier of BTP; and
 - Perform other related duties as may be required by BCDA.

12.2 Administrative and Clerical Services

12.2.1 Transcriptionist

Qualification Requirements:

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: 4 hours of relevant training

Duties and responsibilities:

- Accurately transcribe the recordings of all BCDA Board Meetings and Board Committee Meetings;
- Transcribe accurately, utilizing correct punctuation, grammar and spelling and edits for inconsistencies;
- Maintain a back-up file for hard and electronic copies of transcribed Board and Committee Meetings;
- Maintain a back-up database system for all electronic recordings of Board and Board Committee Meetings;
- Assist in the handling of documents for routing and filling through Electronic Document Tracking System (EDTS);
- Assist in the preparation of Board Materials such as collation and reproduction of agenda materials Board discussion; and
- Perform other related duties as may be required by BCDA.

12.2.2 Process Server/Docket Officer

Qualification Requirements:

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: 4 hours of relevant training

Duties and responsibilities:

- Deliver and/or collect documents, office correspondence, packages, materials, and the like as required/directed and ensure the security of said materials, packages, documents, and the correspondence before destination is reached;
- Locate and track down persons to be served/addresses and deliver documents/correspondence accordingly;
- Serve legal documents and orders.
- Assist in the processing of documents for mailing and/or delivery;

- Receive and record all outgoing documents; and
- Perform other related duties as may be required by BCDA.

12.2.3 Support/Help Desk Technician

Qualification Requirements:

Education: Completion of two (2) years of college or relevant vocational/trade course

Experience: Three (3) years of relevant experience

Training: None required

Duties and responsibilities:

- Install and configure computer hardware, software, systems, networks, printers, scanners and other IT equipment;
- Investigate, diagnose and solve computer software and hardware faults;
- Assist end-users on IT systems;
- Assist in presentations, programs and meetings in terms of preparations and IT related issues;
- Assist Level 1 and Level 2 IT support in project related activities;
- Repair IT equipment and replace malfunctioning or consumable parts;
- Provide general IT support to end-users;
- Solve accounts and password problems;
- Undertake IT related inventories;
- Plan and undertake scheduled maintenance and upgrades;
- Support off-site offices, e.g., Clark-PMO, BTPI, etc.; and
- Perform other related duties as may be required by BCDA.

12.2.4 Premises/Transportation Supervisor

Qualification Requirements:

Education: Completion of two (2) years of college or relevant vocational/trade course

Experience: Three (3) years of relevant experience

Training: None required

Duties and responsibilities:

- Supervise the repair and maintenance of BCDA facilities (i.e., office, storages, staff house, etc.) in Clark;
- Supervise the repair and maintenance of BCDA vehicles stationed in Clark;
- Dispatch vehicles;
- Be in-charge of record keeping and record coordinating with other departments;
- Canvass vehicles spare parts and construction materials (if needed);
- Prepare utility bills such as but not limited to PLDT, Shell, Caltex, water, electricity and other documentary requirements for the procurement of vehicle spare parts and construction materials needed for continuous operational support in Clark; and
- Perform other related duties as may be required by BCDA.

12.2.5 Technical Assistant

Qualification Requirements:

Education: Bachelor's degree

Experience: One (1) year of relevant experience