

Training: 4 hours of relevant training

Duties and responsibilities:

12.2.5.1 Project Management Dept.

- Prepare Contracts to Sell (CTS) and Deeds of Absolute Sale (DOAS) for socialized housing and other BCDA beneficiaries by filling up the necessary entries in pro-forma/template CTS/DOAS;
- 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.

12.2.5.2 Land and Assets Development Dept.

- 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 correspondences as may be assigned or directed by the department head;
- 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.

12.2.5.3 Corporate Finance & Treasury Dept.

- 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.

12.2.6 Senior Administrative Assistant

Qualification Requirements:

Education: Bachelor's degree
Experience: One (1) year of relevant experience
Training: 4 hours of relevant training

Duties and responsibilities:

- 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;
- Receive and entertain visitors, phone calls for official matters; and
- Perform other related duties as may be required by BCDA.

12.2.7 Administrative Assistant

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:

12.2.7.1 Various departments at the BCDA corporate offices in BGC and Clark, Pampanga

- 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.

12.2.7.2 Accounting Dept.

- Monitor Requests for Payment and ensure that the corresponding documentary requirements are submitted accordingly by the concerned departments;
- Assist in the preparation of consolidated report of various departments regarding their compliance with COA observations/findings;
- Create, archive, maintain and organize soft copies of the Accounting Department's documents;
- Manage the incoming and outgoing documents, including tracking of records/documents;
- Manage the petty cash fund and other cash advances of the Accounting Department; and
- Perform other related duties as may be required by BCDA.

12.2.8 Liaison Assistant

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:

- 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.

12.2.9 Media Production Assistant

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:

- 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.

12.2.10 Records Clerk

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:

- Act as front-line service provider assigned at the Central Receiving and Releasing Area (CRRA);
- 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.

12.2.11 Procurement Clerk

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:

- Review Procurement Request (PR), prepare Request for Quotation (RFQ) and send to suppliers through facsimile;
- 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.

12.2.12 Administrative Clerk

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:

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

12.2.13 Office/Field Personnel

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

12.2.14 Administrative Clerk/Receptionist

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:

1.1 / 

- Assist in the Reception/Registration Area which include the following:
 - Process all requests for room reservation & booking.
 - 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:
 - 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 room 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; and
- Perform other related duties as may be required by BCDA.

12.2.15 **Reproduction Machine Operator/Messenger**

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:

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

13. **Posting of Bond**

The Contractor shall post in favor of BCDA a bond equivalent to the total labor cost for one 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.

14. **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:

- 14.1 Cash or cashier's/manager's check issued by a Universal or Commercial Bank. Five percent (5%);
- 14.2 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
- 14.3 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%).

15. Qualification, Bid Evaluation, Awarding and Other Conditions

- 15.1 Eligibility and Declaration of Winning Bidder
 - 15.1.1 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.
 - 15.1.2 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.
 - 15.1.3 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.
 - 15.1.4 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.
- 15.2 Resolution of Cases Involving a Tie among Bidders
 - 15.2.1 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.
 - 15.2.2 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.

16. Other Conditions Regarding Evaluation

- 16.1 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.
- 16.2 BCDA reserves the right to reject the proposal of any bidder who:
 - 16.2.1 does not offer the required services as provided for in this Terms of Reference;
 - 16.2.2 is discovered to have suppressed, disclosed or falsified information; or
 - 16.2.3 failed to satisfactorily perform/complete any contract previously taken.
- 16.3 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.

- 16.4 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.

17. 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.

18. 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 TECHNICAL AND ADMINISTRATIVE SUPPORT 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	
TECHNICAL SERVICES						
Senior Engineer	70,466.00/3,203.00/ 22 days	1	0	2	0	3
Environmental Engineer	57,662.00/2,621.00/ 22 days	0	0	1	0	1
Architect	32,692.00/1,486.00/ 22 days	0	0	1	0	1
Jr. Architect	24,332.00/1,106.00/ 22 days	0	0	1	0	1
Resident Engineer	41,690.00/1,895.00/ 22 days	0	0	3	0	3
Sr. Site Engineer	32,692.00/1,486.00/ 22 days	0	0	1	0	1
Site Engineer	28,952.00/1,316.00/ 22 days	0	0	1	0	1
Jr. Engineer	24,332.00/1,106.00/ 22 days	0	0	11	0	11
Office Engineer	24,332.00/1,106.00/ 22 days	1	0	1	0	2
Geodetic Engineer/Survey Party Chief	57,662.00/2,621.00/ 22 days	1	0	0	0	1
Survey Technician/ Instrument Man	41,690.00/1,895.00/ 22 days	1	0	0	0	1
Cartographer/ CAD Operator	32,692.00/1,486.00/ 22 days	1	0	0	0	1
Survey Aide	24,332.00/1,106.00/ 22 days	2	0	0	0	2
Sr. Financial Analyst	57,662.00/2,621.00/ 22 days	1	0	0	0	1
Budget Analyst	41,690.00/1,895.00/ 22 days	1	0	0	0	1
Sr. Project Development Officer	70,466.00/3,203.00/ 22 days	1	0	0	0	1
Project Development Officer/Exec. Sec.	57,662.00/2,621.00/ 22 days	1	0	0	0	1
Project Development Officer III	57,662.00/2,621.00/ 22 days	5	0	0	0	5
Sr. Administrative Officer	57,662.00/2,621.00/ 22 days	0	1	0	0	1
Project Development Officer II	41,690.00/1,895.00/ 22 days	0	0	2	0	2

Project Development Officer I	32,692.00/1,486.00/22 days	1	0	5	0	6
Security Officer	41,690.00/1,895.00/22 days	1	0	1	0	2
Sr. Command Center Operator	28,952.00/1,316.00/22 days	0	0	2	0	2
Command Center Operator	24,332.00/1,106.00/22 days	0	0	3	0	3
Marketing Associate	24,332.00/1,106.00/22 days	2	0	0	0	2
Liaison Officer	28,952.00/1,316.00/22 days	2	0	1	0	3
Social Development Assistant	24,332.00/1,106.00/22 days	0	1	0	0	1
Nurse	18,546.00/843.00/22 days	1	0	0	0	1
Tour Guide Supervisor	17,290.00/665.00/26 days	0	0	0	1	1
SUBTOTAL		23	2	36	1	62
ADMINISTRATIVE/CLERICAL SERVICES						
Transcriptionist	24,332.00/1,106.00/22 days	1	0	0	0	1
Process Server/Docket Officer	24,332.00/1,106.00/22 days	2	0	0	0	2
Support/Help Desk Technician	18,546.00/843.00/22 days	1	0	0	0	1
Premises/Transportation Supervisor	18,546.00/843.00/22 days	0	0	2	0	2
Technical Assistant	24,332.00/1,106.00/22 days	2	1	0	0	3
Sr. Administrative Assistant	24,332.00/1,106.00/22 days	4	0	0	0	4
Administrative Assistant	18,546.00/843.00/22 days	4	0	2	0	6
Liaison Assistant	18,546.00/843.00/22 days	0	0	5	0	5
Media Production Assistant	18,546.00/843.00/22 days	1	0	0	0	1
Records Clerk	18,546.00/843.00/22 days	2	0	0	0	2
Procurement Clerk	18,546.00/843.00/22 days	1	0	0	0	1
Administrative Clerk	14,630.00/665.00/22 days	6	0	1	0	7
Office/Field Personnel	14,630.00/665.00/22 days	0	0	9	0	9
Administrative Assistant/Receptionist	17,290.00/665.00/26 days	0	0	0	1	1
Reproduction Machine Oper./Messenger	13,904.00/632.00/22 days	2	0	0	0	2
SUBTOTAL		26	1	19	1	47
TOTAL Number of Personnel						109

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Section VIII. Bidding Forms

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Financial Proposal Form

Date: _____
Invitation to Bid No.: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to ***Bid for the Health Care Provider for BCDA for CY 2017-2018*** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

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

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

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder*, has the full power

and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

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Detailed Estimate/Cost Structure for each Position/Derivation of Price per Manpower Service Personnel

Bases Conversion Development Authority

COST STRUCTURE FOR EACH POSITION

POSITION	Position 1	Position 2	Position 3, etc.
NUMBER OF WORKING DAYS IN A MONTH			
DAILY RATE			
<u>DIRECT LABOR COST</u>			
Monthly Basic Pay			
Monthly COLA			
5 Day Incentive Pay			
13th Month Pay			
A. TOTAL DIRECT LABOR COST			
<u>DUE TO GOVERNMENT</u>			
SSS 'ER SHARE			
PHILHEALTH 'ER SHARE			
EMPLOYEE COMPENSATION			
PAG-IBIG 'ER SHARE			
B. TOTAL DUE TO GOVERNMENT			
C. TOTAL LABOR COST PER HEAD PER MO.			
D. MULTIPLIED BY NUMBER OF PERSONNEL			
E. TOTAL LABOR COST PER MONTH			
F. Administrative cost (supplies & materials) (for Lot 1 only)			
G. TAXES AND PROFIT MARGIN			
G.1 PROFIT (not less than 10% of total cost)			
G.2 E-VAT (12%)			
H. CONTRACT RATE PER MO. PER POSITION			
I. TOTAL CONTRACT PRICE PER MONTH			
J. TOTAL CONTRACT PRICE PER YEAR			
CONTRACT PRICE PER MONTH PER EMPLOYEE:			
TOTAL			

Name of Company/Bidder

Signature over Printed Name of
Authorized Representative

Date

List and corresponding prices of supplies, tools and equipment

SUPPLIES	quantity	BTC	Clark	BTP	JH	UNIT	COST per UNIT	TOTAL COST of EQUIPMENT TYPE	TOTAL COST of EQUIPMENT TYPE per month
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.		
TOTAL COST									
								TOTAL COST per MO.	
								TOTAL # OF JANITORS/UTILITY PERSONNEL	
								TOTAL COST per JANITOR per MO.	

Name of Company/Bidder

Signature over Printed Name of
Authorized Representative

Date

Uncontrolled when printed & emailed

Technical Specifications Form (Lot 1)

Item	Specification	Statement of Compliance (Comply/Not Comply)
1	The Contractor shall provide the following services:	
1.1	1) Perform good housekeeping services in BCDA offices and its facilities, which includes ensuring its cleanliness and sanitation; and	
1.2	2) Provide the following services:	
1.2.1	a) general support services, including janitorial, estate management and maintenance services; and	
1.2.2	b) driving services.	
2	Areas of Coverage/Place of Assignment:	
2.1	1) BCDA corporate offices and facilities in Bonifacio Global City and Pamayanang Diego Silang in Taguig City	
2.2	2) BCDA field offices for SCTEX/New Clark City Projects in Pampanga and Tarlac	
2.3	3) BCDA staff houses in Camp John Hay, Baguio City and Clarkfield, Pampanga	
2.4	4) Bataan Technology Park in Morong, Bataan	
3	Contract period of two (2) years	
3.1	Effective 01 August 2018 to 31 July 2020 , unless otherwise terminated pursuant to causes stated in the contract.	
3.2	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	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	
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	Must be duly registered with the Department of Labor and Employment (DOLE).	
5.3	Must be duly registered with the Bureau of Internal Revenue (BIR).	
5.4	Must be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship.	
5.5	Must be duly registered with PhilGEPS.	
5.6	Must be an active employer registered with the following agencies: 1) Social Security System (SSS); 2) Home Development Mutual Fund (PagIBIG Fund); and 3) Philippine Health Insurance Corporation (PhiHealth).	
6	Manpower requirement of 65 personnel (as of 15 May 2018), consisting of:	
6.1	1) Janitorial personnel (25)	
6.1.1	- Utility Supervisor (1)	
6.1.2	- Janitors/Janitress/Utility Personnel (24)	
6.2	2) General support personnel (12)	
6.2.1	- Mechanic/Driver (1)	
6.2.2	- Assistant Mechanic (1)	
6.2.3	- Sr. Electrician/Maintenance Technician (1)	
6.2.4	- Aircon Technician/Jr. Electrician (1)	
6.2.5	- Carpenter/Maintenance (2)	
6.2.6	- Skilled Maintenance Crew (6)	
6.3	3) Administrative and clerical personnel (28)	
6.3.1	- Light Vehicle Driver (25)	
6.3.2	- Heavy Vehicle Driver (3)	

7	The number of manpower requirements and services shall increase or decrease at any time at the discretion of BCDA.	
8	Working days/hours	
8.1	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:	
8.1.1	- Utility Supervisor	
8.1.2	- Janitors/Janitress/Utility Personnel	
8.1.3	- Carpenter/Maintenance Supervisor	
8.1.4	- Aircon Technician/Jr. Electrician	
8.1.5	- Skilled Maintenance Crew	
8.2	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:	
8.2.1	- Mechanic/Driver	
8.2.2	- Assistant Mechanic	
8.2.3	- Heavy Vehicle Driver	
8.2.4	- Light Vehicle Driver	
8.2.5	- Sr. Electrician/Maintenance Technician	
8.3	3) Only the actual number of workdays and man-hours spent shall be used for billing purposes.	
8.4	4) Working days of additional manpower shall be determined depending on the need of BCDA.	
9	Rates per service personnel:	
9.1	1) Utility Supervisor – Php 17,290.00 (@26 days/mo.)	
9.2	2) Janitors/Janitress/Utility Personnel – Php 14,274.00 (@26 days/mo.)	
9.3	3) Heavy Vehicle Driver – Php 14,630.00 00 (@22 days/mo.)	
9.4	4) Light Vehicle Driver – Php 13,904.00 00 (@22 days/mo.)	
9.5	5) Mechanic/Driver – Php 14,630.00 (@22 days/mo.)	
9.6	6) Assistant Mechanic – Php 13,904.00 (@22 days/mo.)	
9.7	7) Sr. Electrician/Maintenance Technician – Php 18,546.00 (@22 days/mo.)	
9.8	8) Aircon Technician/Jr. Electrician – Php 17,290.00 (@26 days/mo.)	
9.9	9) Carpenter/Maintenance Supervisor – Php 17,290.00 (@26 days/mo.)	
9.10	10) Skilled Maintenance Crew – Php 16,432.00 (@26 days/mo.)	

10	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.	
11	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.	
12	Services rendered beyond the required number of hours per day shall be considered overtime work subject to overtime pay.	
13	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.	
14	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.	
15	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.	
16	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.	
17	The Contractor shall issue a payslip to every payday detailing the salaries received and all deductions due to each personnel.	
18	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.	

19	For janitorial services, the Contractor shall provide the minimum tools, equipment, supplies and materials which shall be properly accounted for BCDA. 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.	
20.1	Tools and Equipment	
20.1.1	- Floor polisher machine	
20.1.2	- Vacuum cleaner (heavy duty)	
20.1.3	- Mop squeezer (hard plastic)	
20.1.4	- Glass cleaner (squeegee/stainless)	
20.1.5	- Push Cart (2x3 bed w/ folding handle)	
20.1.6	- Hand Trolley	
20.1.7	- Housekeeping Trolley	
20.1.8	- Rake	
20.1.9	- Grass Cutter	
20.1.10	- Grass Shears	
20.1.11	- Itak/Bolo	
20.1.12	- Uline Can (with wheels)	
20.1.13	- Clogged Toilet Pump (heavy duty)	
20.1.14	- Signages (Caution: wet floor)	
20.1.15	- Stanchion (Queue barrier)	
20.2	Monthly Supplies and Materials	
20.2.1	- Emulsion wax	
20.2.2	- Wax stripper	
20.2.3	- Floor Sealer	
20.2.4	- Floor Cleaner Disinfectant	
20.2.5	- Carpet Shampoo	
20.2.6	- Polishing Pad (white)	
20.2.7	- Polishing Pad (Green)	
20.2.8	- Polishing Pad (black)	
20.2.9	- Toilet Bowl Cleaner	
20.2.10	- Powdered soap	
20.2.11	- Hand Soap	
20.2.12	- Detergent Bar	
20.2.13	- Rags/Pranella cloth	
20.2.14	- Deodorant Cake	
20.2.15	- Glass Cleaner	
20.2.16	- All Purpose Cleaner/Disinfectant	
20.2.17	- Fabric Conditioner	
20.2.18	- Air Freshener	
20.2.19	- Furniture polish	
20.2.20	- Dishwashing Liquid	
20.2.21	- Dishwashing Pad (double-sided)	
20.2.22	- Dishwashing Pad (one-sided)	
20.2.23	- Insecticide	
20.2.24	- Construction gloves	

20.2.25	- Cloth Gloves	
20.2.26	- Laundry Gloves	
20.2.27	- Rubber Gloves	
20.2.28	- Tissue Paper	
20.2.29	- Trash Bags (XL) * 100/pack	
20.2.30	- Trash Bag (Med) * 100/pack	
20.2.31	- Steel Wool	
20.3	Semestral Supplies and Materials	
20.3.1	- Mop Head	
20.3.2	- Mop Handle (aluminum)	
20.3.3	- Dust Mop Head	
20.3.4	- Dust Mop Handle	
20.3.5	- Dust Mop Frame	
20.3.6	- Dust pan	
20.3.7	- Stick broom	
20.3.8	- Soft broom	
20.3.9	- Ceiling broom	
20.3.10	- Toilet bowl brush	
20.3.11	- Spray Gun	
20.3.12	- Face Mask	
20.3.13	- Polishing Pad Holder	
20.3.14	- Polishing Brush	
20.3.15	- Muriatic acid (Industrial)	
21	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.	
22	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.	
23	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.	
24	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.	

25	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.	
26	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.	
27	The Contractor's personnel shall abide by BCDA's policies, rules and regulations.	
28	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.	
29	The Contractor's personnel shall submit themselves to all security and safety protocols of BCDA.	
30	The Contractor shall provide, at its own expense, uniforms for its personnel assigned to BCDA.	
31	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.	
32	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.	
33	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.	
34	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.	

35	Based on the assessment, BCDA may pre-terminate the contract for failure by 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).	
36	Billings	
36.1	Billings shall be submitted semi-monthly within seven (7) days from cut-off date. The cut-off date shall be as follows:	
36.1.1	- Every 5 th day of the succeeding month	
36.1.2	- Every 20 th day of the month	
36.2	Billings shall be based on the actual number of days worked during billing period and shall include legal holidays with corresponding items of payments.	
36.3	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.	
36.4	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.	
37	The Contractor shall submit on a monthly basis certified true copies of proofs of payment 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.	
38	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.	
39	Major components of the bid price:	
39.1	1) Direct Labor Cost, which includes the following:	
39.1.1	- Basic pay for eight (8) hours work per day;	
39.1.2	- Five-day Incentive Leave Pay; and	
39.1.3	- 13 th Month Pay.	
39.2	2) Remittances/Contributions to Government Institutions:	
39.2.1	- SSS Premium contributions;	
39.2.2	- PhilHealth contributions;	
39.2.3	- Pag-IBIG Fund contributions;	
39.2.4	- Employees Compensation Commission (ECC); and	
39.2.5	- Others as mandated by applicable laws.	

39.3	3) Administrative Cost (supplies and materials) for Janitors/Utility Personnel only:	
39.3.1	- Include Cost for use of equipment, supplies, materials and other services.	
39.4	4) Taxes and allowance for profit.	
39.4.1	- 12% E-VAT as mandated by law; and	
39.4.2	- 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.	
40	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.	

I hereby certify to comply with all the above technical specifications.

Name of Company/Bidder

Signature over Printed Name of
Authorized Representative

Date

Uncontrolled when printed or emailed

Technical Specifications Form (Lot 2)

Item	Specification	Statement of Compliance (Comply/Not Comply)
1	The Contractor shall provide the following services:	
1.1	1) Technical services; and	
1.2	2) Administrative and clerical services.	
2	Areas of Coverage/Place of Assignment:	
2.1	1) BCDA corporate offices and facilities in Bonifacio Global City and Pamayanang Diego Silang in Taguig City	
2.2	2) BCDA field offices for SCTEX/New Clark City Projects in Pampanga and Tarlac	
2.4	3) Bataan Technology Park in Morong, Bataan	
3	Contract period of two (2) years	
3.1	Effective 01 August 2018 to 31 July 2020 , unless otherwise terminated pursuant to causes stated in the contract.	
3.2	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	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	

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