

**PROCUREMENT OF OPERATIONS AND MAINTENANCE SERVICES FOR THE  
NEW CLARK CITY SPORTS COMPLEX, NCC, TARLAC**

**BID BULLETIN NO. BAC-G-OM 2021- 003**

This Bid Bulletin clarifies the additional queries sent through e-mail by prospective bidders and other matters relative to the **Procurement of Operation and Maintenance Services for the New Clark City Sports Complex, NCC, Tarlac.**

**A. CLARIFICATION ON MATTERS RELATED TO THE BIDDING DOCUMENTS:**

1. On the Technical and Financial Requirements

	<b>ELIGIBILITY AND TECHNICAL COMPONENT (First Envelope)</b>	<b>CLARIFICATION/ LOCATION OF UPDATED FORMS</b>
<b>Tab "A"</b>	<b><u>PhilGEPS Certificate of Registration under Platinum Membership</u></b> (all pages); <b>OR</b> <b><u>Class "A" Eligibility Documents</u></b>	<b>Bid Bulletin No. 1</b>
<b>Tab "B"</b>	<b><u>(SF-G&amp;S-19A) Statement of all its ongoing government and private contracts,</u></b>  <b><u>(SF-G&amp;S-19B) Statement of Single Largest Completed Contract (SLCC)</u></b>	<b>Bid Bulletin No. 1, Appendix "1"</b>  <b>Bid Bulletin No. 1, Appendix "2"</b>
<b>Tab "C"</b>	<b><u>Bid Security</u></b> in ANY of the following: <ul style="list-style-type: none"> <li>● <b>Cash or Cashier's/Manager's Check</b> issued by a Universal or Commercial Bank (2% of the ABC) or;</li> <li>● <b>Bank Draft/Guarantee or Irrevocable Letter of Credit</b> 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 (2% of the ABC) or;</li> <li>● <b>Surety Bond</b> with a Certificate from the Insurance Commission (5% of the ABC); or</li> </ul>	

	<ul style="list-style-type: none"> <li>● <b>Notarized Bid Securing Declaration</b> (<i>see Appendix "3"</i>)</li> </ul> <p>Note: The bid security shall be valid for one hundred twenty (120) calendar days from the date of bid opening.</p>	<b>Bid Bulletin No. 1, Appendix "3"</b>
<b>Tab "D"</b>	<p><b><u>Conformity with Technical Specifications</u></b>, Section VII</p> <ul style="list-style-type: none"> <li>● <b>Statement of availability of Key Personnel</b> (<i>see Appendix "4"</i>)</li> <li>● <b>Summary of Nominated Key Personnel</b> (<i>see Appendix "5"</i>)</li> <li>● <b>CV of Nominated Key Personnel</b> (<i>see Appendix "6"</i>)</li> </ul>	<b>Bid Bulletin No. 2 Bid Bulletin No. 2 Bid Bulletin No. 1</b>
<b>Tab "E"</b>	<b><u>Conformity with Schedule of Requirements, Section VI</u></b>	<p>Revised forms attached in this Bid Bulletin.</p> <p>See Annex "1 - 2"</p>
<b>Tab "F"</b>	<b><u>Notarized Omnibus Sworn Statement</u></b>	<b>Bid Bulletin No. 1</b>
<b>Tab "G"</b>	<b><u>Audited Financial Statements</u></b> , showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or it's duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission of bid.	<b>Bidders shall submit the latest available Audited Financial Statements (2019 or 2020), pursuant to Section 23.1 (a) (v) of the IRR of RA 9184</b>
<b>Tab "H"</b>	<b>Computation of Net Financial Contracting Capacity (NFCC)</b> in accordance with ITB Clause 5 (Section IX, Bidding Forms) <b>OR Committed Line of Credit</b> from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.	<b>No further instructions</b>
<b>Tab "I"</b>	<b><u>Joint Venture Agreement</u></b> (JVA) in case the joint venture is already in existence, or	<b>No further instructions</b>

	<b>Duly Notarized Statements</b> from all the potential joint venture partners in accordance with Section 23.1(b) of the 2016 Revised IRR of RA 9184, if applicable.	
<b>Other documentary requirements under R.A. No. 9184, as applicable</b>		
<b>Tab "J"</b>	(For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos) <b><u>Certification from the relevant government office of their country</u></b> stating that Filipinos are allowed to participate in government procurement activities for the same item or product.	<b>Only applicable to foreign bidders</b>
<b>Tab "K"</b>	<b><u>Certification from the DTI*</u></b> if the Bidder claims preference as a Domestic Bidders or Domestic Entity  *Domestic Bidder's (DoBid) Certificate of Preference is a certification from the DTI that the articles forming part of a bid are substantially composed of articles, materials, or supplies that are grown, produced, or manufactured in the Philippines.  (source: DTI website <a href="https://www.dti.gov.ph/good-governance-program/domestic-bidders-program/">https://www.dti.gov.ph/good-governance-program/domestic-bidders-program/</a> )	<b>The Certification from the DTI by the bidder claiming preference as a Domestic Entity or Domestic Bidder is not a required additional eligibility document.</b>

	<b>FINANCIAL COMPONENT (Second Envelope)</b>	<b>UPDATED FORM</b>
<b>Tab "L"</b>	<b>Original of duly signed and accomplished <u>Financial Bid Form</u></b> (see Appendix "8"); and, <b>Original of duly signed and accomplished <u>Price Schedule/s</u></b> (see Appendix "9-13");  <i>Note:</i> <ul style="list-style-type: none"> <li><i>Financial Proposal is INCLUSIVE of VAT and all applicable taxes and fees; and,</i></li> </ul> <i>Bids received in excess of the ABC shall be automatically rejected on bid opening.</i>	<b>Revised forms attached in this Bid Bulletin.</b>  <b>See Annex "3 - 6"</b>

**2. Additional Clarifications:**

QUERIES	CLARIFICATION/S
<p>A. Are the following documents attached in the Bid Bulletin No. 1 required to be submitted with the Bid?</p> <ul style="list-style-type: none"> <li>i. The Contract Agreement Form for the Procurement of Goods (Revised) in Appendix "14"; and</li> <li>ii. Performance Securing Declaration (Revised) in Appendix "15"</li> </ul>	<p>No, the Contract Agreement Form and Performance Securing Declaration <b><u>are not required to be submitted</u></b> with the Bid proposals.</p> <p>However, we clarify that BCDA requires the submission of a Performance Security, as shown below, from the winning bidder within ten (10) days after the issuance of the Notice of Award:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than Two Million Sixty Thousand Pesos and 00/100 (PhP 2,060,000.00) or equivalent to two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; <b><u>OR</u></b></li> <li>b. The amount of not less than Five Million One Hundred Fifty Thousand and 00/100 (PhP 5,150,000.00) or equivalent to five percent (5%) if bid security is in Surety Bond.</li> </ul>
<p>B. The bid document specifies that requirement for the Facilities Manager Post should be a Civil Engineer. In any case, since our organization has no "organic employee" that has a 5 year experience and a Civil Engineer, would it be possible to provide a candidate with other Engineering specialization? Or will there be any other way for us to still deliver the</p>	<p>Bidders may nominate / hire personnel outside of their organization specifically for this Project, provided that the said <u>Nominated Key Personnel</u> will satisfy the Qualification Requirements set in the Bidding Documents (including the Bid Bulletin). Provided further, a substitution/replacement of the nominated personnel without a prior written approval from BCDA can be a ground for a <b><u>breach of contract</u></b>.</p>

needed item?	
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**B. CHANGE OF SCHEDULE OF BIDDING ACTIVITIES:**

Please be informed of the changes in the schedule of the following bidding activities for the **Procurement of Operations and Maintenance Services for the New Clark City Sports Complex, NCC, Tarlac:**

ACTIVITIES	From	To
	DATE/SCHEDULE	DATE/SCHEDULE
Issuance of a Supplemental Bid Bulletin		12 July 2021
Submission of Bid Proposals	09:00 AM, 13 July 2021	<b>09:00 AM, 21 July 2021</b>
Opening of Bid Proposals	10:00 AM, 13 July 2021	<b>10:00 AM, 21 July 2021</b>
Bid Evaluation	13-15 July 2021	<b>22-23 July 2021</b>
Presentation of Detailed Bid Evaluation	11:00 AM, 16 July 2021	<b>11:00 AM, 26 July 2021</b>
Sending of Letter to the LCB	17 July 2021	<b>28 July 2021</b>
Conduct of Post Qualification	20-24 July 2021	<b>29 July - 02 August 2021</b>
Deliberation of the Results of the Post Qualification	10:00 AM 27 July 2021	<b>10:00 AM, 5 August 2021</b>
Issuance of BAC's Recommendation (based on the result of Post Qualification)	On or before 30 July 2021	On or before <b>09 August 2021</b>
Approval of BAC Resolution and Issuance of Notice of Award*	On or before 30 July 2021	On or before <b>13 August 2021</b>
Issuance of Notice to Proceed	On or before 09 August 2021	On or before <b>20 August 2021</b>

The schedule of the remaining bidding activities for this project remains the same. The above schedule amends the posted schedule in the BDS, accordingly.

This Supplemental Bulletin is being issued pursuant to Section 22.5 of Rule VII of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

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

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

Issued on 12 July 2021.

**BIDS AND AWARDS COMMITTEE FOR GOODS**

**ARREY A. PEREZ**  
Chairperson

[will attach PDF to the final Bid Bulletin]

**APPENDIX "1"**

**SECTION VI. SCHEDULE OF REQUIREMENTS**

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

The Operations and Maintenance Services of the NCC Sports Facilities to be started as stated in the Notice to Proceed.

Item No.	Description	Quantity	Total	Delivery Date, Weeks/Months
<b>Facility Management and Housekeeping Services</b>				<b>18 Months (01 August 2021 – 31 January 2023)</b>
<b>1</b>	<b>Maintenance Personnel</b>		<b>20</b>	
1.1	Facilities Manager	1		
1.2	Deputy Facilities Manager	1		
1.3	Administrative Assistant	1		
1.4	Facilities Engineer	3		
	1. Mechanical Engineer 2. Electrical Engineer 3. Electronics and Communications Engineer			
1.5	Senior Technician	1		
1.6	Electrician	2		
1.7	Painter	1		
1.8	Mechanical / AC Technician	2		
1.9	Plumber	2		
1.10	Welder	1		
1.11	Carpenter / Mason	2		
1.12	Gardener	1		
1.13	Receptionist – Athletes Village	1		
1.14	Property Accountant	1		
<b>2</b>	<b>Housekeeping and Janitorial Services</b>		<b>48</b>	
2.1	Supervisor / Overall supervision of the following premises: 1. Athletes' Village 2. Aquatics Center 3. Athletics Stadium	3		
2.1	Housekeeping Personnel			

	Place of Assignment: Athletes' Village	15		
	Place of Assignment: Aquatics Center	10		
	Place of Assignment: Athletics Stadium	14		
	Place of Assignment: River Park Corridor and Site Development	6		
<b>3</b>	<b>Maintenance Services</b>			
<b>A.</b>	<b>Athletics' Stadium</b>	1 lot		
	Provision of Operation and Maintenance Services on the following: 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Scoreboard Operations and Maintenance 7. Security System Maintenance (CCTV and Access Control) 8. Fans, Blowers, and Pumps (Mechanical) 9. Air conditioning Units 10. Gym Equipment Maintenance 11. Pest / Termite Control 12. Garbage Collection and Disposal 13. Cleaning of Sanitary and Drainage Lines 14. Maintenance of Gardens and Landscaping 15. Glass and Roof Framing Cleaning 16. Grass Maintenance			
<b>B.</b>	<b>Aquatics' Center</b>	1 lot		
	Provision of Operation and Maintenance Services on the following: 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Scoreboard Operations and Maintenance 7. Security System Maintenance (CCTV and Access Control) 8. Fans, Blowers, and Pumps (Mechanical) 9. Air conditioning Units 10. Gym Equipment Maintenance 11. Pest / Termite Control 12. Garbage Collection and Disposal 13. Cleaning of Sanitary and Drainage Lines 14. Maintenance of Gardens and Landscaping 15. Glass and Roof Framing Cleaning 16. Cleaning and Maintenance of Swimming Pools			
<b>C.</b>	<b>Athletes' Village</b>	1 lot		
	Provision of Operation and Maintenance Services on the following: 1. Generator Maintenance			

	2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Security System Maintenance (CCTV and Access Control) 7. Ventilation Fans and Blowers 8. Air conditioning Units (Window Type) 9. Gym Equipment Maintenance 10. Pest / Termite Control 11. Garbage Collection and Disposal 12. Cleaning of Sanitary and Drainage Lines 13. Maintenance of Gardens and Landscaping 14. Cleaning of Glass Windows 15. Cleaning and Maintenance of Swimming Pool			
<b>D.</b>	<b>River Parks and Site Development</b>	1 lot		
	Provision of the Operations and Maintenance services: 1. Electrical System 2. Sanitary and Drainage Lines 3. Landscape and Streetlights 4. Garbage Disposal and Collection			
<b>4</b>	<b>Maintenance Supplies</b>			
<b>A.</b>	<b>Athletics' Stadium</b>	1 lot		
1	Fire Safety & Security			
2	Elevator Parts			
3	Emergency Power/ <del>Geoset</del>			
4	Plumbing & Carpentry			
5	Air conditioning System and Mechanical Parts			
6	Electrical & Electronic Supplies			
7	Water Potability Test & Tank Cleaning			
8	Housekeeping Supplies & Materials			
9	Tools and Equipment			
<b>B.</b>	<b>Aquatics Center</b>	1 lot		
1	Fire Safety & Security			
2	Elevator Parts			
3	Emergency Power/ <del>Geoset</del>			
4	Plumbing and Carpentry			
5	Air Conditioning/ Mechanical Systems			
6	Electrical & Electronic Supplies			
7	Water Testing & Tank Cleaning			

8	Housekeeping Supplies & Materials			
9	Tools & Equipment			
10	Glass and Roof and Framing Cleaning			
<b>C.</b>	<b>Athletes' Village</b>	1 lot		
1	Fire Safety & Security			
2	Elevator Parts			
3	Emergency Power/ <del>Geoset</del>			
4	Plumbing & Carpentry			
5	Air conditioning and Mechanical Systems			
6	Electronic Supplies and Materials			
7	Water Potability Test & Tank Cleaning			
8	Tools & Equipment			
9	Supplies & Materials - Maintenance & Housekeeping			
10	Façade Cleaning and Maintenance			
<b>D.</b>	<b>River Parks and Site Development</b>			
1	Plumbing, Carpentry and Electrical Supplies			
2	Toilet Consumables			
3	Landscape Cleaning sets and supplies			
<b>E.</b>	<b>Taxes and Permits (per Facility)</b>	1 lot		
1	Professional Fees / Certifications			
2	Generator Permit to Operate from DENR and Building Official			
3	Elevator Permit			
4	FSIC Certificate			
5	Certificate of Annual Inspection (Mechanical, Electrical, Plumbing / Sanitary Permit)			

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

APPENDIX "2"

TECHNICAL SPECIFICATIONS			
ITEM / SERVICE	MINIMUM QUANTITY	TECHNICAL SPECIFICATIONS / SCOPE OF WORK	STATEMENT OF COMPLIANCE
<b>MAINTENANCE PERSONNEL</b>			
Facilities Manager	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must be a Licensed CIVIL Engineer with at least 5 years' experience in facilities management</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Supervise all staffs responsible for the maintenance and operations of the Facilities of the Property</li> <li>Supervise all staffs responsible for housekeeping and maintained cleanliness of the Facilities of the Property</li> <li>Conduct regular meetings with maintenance and housekeeping services to discuss issues and concerns arising from the Facilities</li> <li>Ensure compliance with the MPSS and lead the preparation of monthly reports to be submitted to BCDA</li> <li>Recommend necessary repairs and maintenance works</li> <li>Attend to the administrative concerns of all contracted employees</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for</p>
Deputy Facilities Manager	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must be a Licensed Engineer (Civil, Mechanical, Electrical) or equivalent, with at least 5 years' experience in facilities management.</li> </ul> <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> <li>Assist the Facilities manager in the supervision of all facilities</li> </ul>	

		<p>staff responsible for the maintenance and operation of the Property</p> <ul style="list-style-type: none"> <li>Monitor the attendance and work of all the maintenance and housekeeping personnel</li> <li>Ensure compliance with the MPSS and lead the preparation of monthly reports to be submitted to BCDA</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	<p>prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).</p>
Administrative Assistant	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must have at least 3 years' work experience</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Handling of general office operations/ tasks such as document receiving, filing, generating reports, memos and presentation (as may be necessary)</li> <li>Provides support to the Facilities Management team in timely preparation of needed materials, work orders and request for repairs as well as preparing all necessary documentation materials</li> </ul>	
Facilities Engineer	3	<p>1. Mechanical Engineer 2. Electrical Engineer 3. Electronics and Communications Engineer</p> <p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must be a Licensed Engineer with at least 3 years' experience in facilities management</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Study all equipment manuals for each facilities and ensure that all facility equipment preventive maintenance programs are properly implemented</li> <li>Ensure that building equipment / facilities are in good condition and efficiently running</li> <li>Conduct regular inspection of sites equipment and facilities and conduct regular reports to the Facilities Manager regarding the technical operations of the facilities</li> <li>Make sure that all permits are up to date</li> </ul>	

		<ul style="list-style-type: none"> <li>Ensure that all concerns and issues regarding the Property are resolved immediately</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
Senior Technician	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must have at least 5 years' relevant working experience</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Perform preventive maintenance on the facilities</li> <li>Monitor electrical and mechanical equipment within the Property</li> <li>Inspect building facilities to identify building maintenance needs</li> <li>Ensure that all concerns and issues regarding the Property are resolved immediately</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
Electrician	2	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must be a licensed Master Electrician with at least 3 years' work experience</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Conduct regular inspection and repair of facilities</li> <li>Ensure safety standards are observed and assist in performing preventive maintenance of the facilities</li> <li>Ensure that all concerns and issues regarding the Property are resolved immediately</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
Painter	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must have at least 3 years' work experience</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Perform tasks including painting and preventive maintenance repairs</li> <li>Perform repairs on facilities, equipment or appliances</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	

Mechanical / AC Technician	2	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must have at least 3 years' work experience</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Perform regular maintenance work on cooling units and ensure that ventilation equipment and controls operate efficiently and continuously</li> <li>Diagnose electrical and mechanical defects and malfunctions</li> <li>Ensure that all concerns and issues regarding the Property are resolved immediately</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
Plumber	2	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must have a Licensed Master Plumber with least 3 years' work experience</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Perform regular maintenance work, leak detection, troubleshooting and repair of plumbing fixtures and equipment</li> <li>Ensure proper care in the use and maintenance of equipment and supplies</li> <li>Ensure that all concerns and issues regarding the Property are resolved immediately</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
Welder	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must have at least 3 years' work experience</li> </ul> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Provide support in the installation, preventive maintenance and repairs of fixtures and equipment</li> <li>Ensure that concerns and issues regarding welding works are resolved immediately</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
Carpenter / Mason	2	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> <li>Must have at least 3 years' work experience</li> </ul> <p>Duties and Responsibilities:</p>	



		<ul style="list-style-type: none"> <li>Perform tasks including carpentry services and preventive maintenance repairs</li> <li>Perform repairs on facilities, equipment, and appliances</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
<b>Gardener</b>	1	<p><b>Qualification Requirements:</b></p> <ul style="list-style-type: none"> <li>Must have at least 3 years' work experience</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Maintain the grounds and gardens within the NCC Sports Facilities under minimum supervision</li> <li>Trim shrubs and trees, water, feed, transplant, and remove weeds</li> <li>Ensure that the soil is of the right quality and in good condition to grow the plants</li> <li>Keep the plants healthy and nourished by soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting</li> <li>Maintain the cleanliness of the gardening tools and equipment at all times</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
<b>Receptionist – Athletes' Village</b>	1	<p><b>Qualification Requirements:</b></p> <ul style="list-style-type: none"> <li>Must have at least 3 years' work experience</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Greet and receive clients who will be staying at the Athletes' Village</li> <li>Responsible for the smooth operation of the Front Desk for the Athletes' Village</li> <li>Handle the reservations of the rooms and amenity areas for guests staying at the Athletes' Village</li> <li>In-charge of documentation of all concerns, inquiries, complaints and needed assistance from the guests and ensure that all concerns will be handled by the designated department</li> <li>Assist in the housekeeping of the rooms, amenity areas, and reception area and ensure that</li> </ul>	

		<ul style="list-style-type: none"> <li>all of these areas are in great condition to receive guests</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
<b>Property Accountant</b>	1	<p><b>Qualification Requirements:</b></p> <ul style="list-style-type: none"> <li>Must be a Certified Public Accountant, with at least three (3) years' work experience</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Prepare financial reports for submission to BCDA on costs incurred in the operations and management of the Property</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
<b>SUBTOTAL</b>	<b>20</b>		
<b>HOUSEKEEPING PERSONNEL</b>			
<b>Supervisor / Overall supervision of the following premises:</b> 1. Athletes' Village 2. Aquatics Center 3. Athletics Stadium	3	<p><b>Qualification Requirements:</b></p> <ul style="list-style-type: none"> <li>Must have at least 2 years' work experience</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Supervise the cleaning of the sports facilities and its surrounding area</li> <li>Monitor the attendance and work of the housekeeping personnel</li> <li>Submit a report on the housekeeping services</li> <li>Supervise movement of furniture, fixtures and equipment as may be necessary</li> <li>Attend to the administrative concerns of all contracted employees</li> <li>Perform other related duties as may be required by BCDA</li> </ul>	
<b>Housekeeping Personnel (Athletes' Village)</b>	15	<p><b>Qualification Requirements:</b></p> <ul style="list-style-type: none"> <li>Must have at least 1 year' work experience in housekeeping and janitorial services</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Responsible for the cleanliness and overall appearance of guest rooms and lobby, service and amenity areas</li> <li>Clean walls, floors, fixtures on standard cleaning procedures and change / empty waste baskets along the perimeter of the facility</li> </ul>	

		<ul style="list-style-type: none"> <li>Cleaning and sanitizing of comfort rooms with the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls</li> <li>Provide basic housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies (if needed), vacuuming, dusting, and rearranging the room after guests check out</li> <li>Check the condition of all guest rooms, facilities and fixtures and report defects to the supervisor for corrective actions</li> <li>Maintain and upkeep of perimeter surroundings and grounds of buildings, basketball court and pool area</li> <li>Assist in pool maintenance</li> <li>Report mechanical problems and repair works of facilities / utilities</li> <li>Other related duties as may be required by BCDA</li> </ul>	
<b>Housekeeping Personnel (Aquatics Center)</b>	10	<p><b>Qualification Requirements:</b></p> <ul style="list-style-type: none"> <li>Must have at least 1 year' work experience in janitorial services</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Responsible for the cleanliness and overall appearance of the facility. 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</li> <li>Clean walls, floors, fixtures on standard cleaning procedures and change / empty waste baskets along the perimeter of the facility</li> <li>Cleaning and sanitizing of comfort rooms with the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls</li> <li>Dusting and cleaning of all glass tops, glass doors, window ledges, furniture and fixtures</li> <li>Collecting waste materials to be disposed off at designated disposal areas</li> <li>Assisting in the transfer/rearrangement of tables, chairs, cabinets, etc.</li> </ul>	

		<ul style="list-style-type: none"> <li>Perform other related functions as may be assigned from time to time</li> </ul>	
<b>Housekeeping Personnel (Athletics Stadium)</b>	14	<p><b>Qualification Requirements:</b></p> <ul style="list-style-type: none"> <li>Must have at least 1 year' work experience in janitorial services</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Responsible for the cleanliness and overall appearance of the facility. 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</li> <li>Clean walls, floors, fixtures on standard cleaning procedures and change / empty waste baskets along the perimeter of the facility</li> <li>Cleaning and sanitizing of comfort rooms with the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls</li> <li>Dusting and cleaning of all glass tops, glass doors, window ledges, furniture and fixtures</li> <li>Collecting waste materials to be disposed off at designated disposal areas</li> <li>Assisting in the transfer/rearrangement of tables, chairs, cabinets, etc.</li> <li>Perform other related functions as may be assigned from time to time</li> </ul>	
<b>Housekeeping Personnel (River Park Corridor and Site Development)</b>	6	<p><b>Qualification Requirements:</b></p> <ul style="list-style-type: none"> <li>Must have at least 1 year' work experience in janitorial services</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Maintain the grounds and garden of the New Clark City Sports Complex and the River Park Corridor</li> <li>Trim shrubs and trees, water, feed, transplant and remove weeds</li> <li>Ensure that the soil is of the right quality and in good condition to grow the plants</li> <li>Keep the plants healthy and nourished by soil cultivation, digging, forking, mulching.</li> </ul>	

**SUMMARY OF COST ESTIMATES**

Project Name: **OPERATIONS AND MAINTENANCE OF THE NEW CLARK CITY SPORTS FACILITIES**

Location: **New Clark City, Capas Tarlac**

SUMMARY		
PART	DESCRIPTION	BID AMOUNT in Php
<b>I</b>	<b>PERSONNEL SALARIES</b>	
A	Staff / Manpower Salaries	
B	Housekeeping Services Salaries	
<b>Sub Total</b>		
<b>II</b>	<b>MAINTENANCE SERVICES</b>	
A	Maintenance Services / Contracts	
B	Maintenance Supplies	
C	Taxes, Permits and Fees	
<b>Sub Total</b>		
Note: The Bidders may include additional pay items not covered by this form		
<b>TOTAL BID AMOUNT</b>		

TOTAL BID AMOUNT:

in  
 Figures: \_\_\_\_\_  
 in Words: \_\_\_\_\_

Name and Signature of Bidder : \_\_\_\_\_  
 Name of Company and Official Stamp of Bidder : \_\_\_\_\_  
 Date : \_\_\_\_\_

\_\_\_\_\_  
 Official Stamp

**PRICE SCHEDULE 1  
MANPOWER AND HOUSEKEEPING SERVICES**

**PROCUREMENT FOR OPERATIONS AND MAINTENANCE SERVICES OF NCC SPORTS FACILITIES**

#	1 POSITION	2 Quantity	3 UNIT	4 Unit Price EXW per item	5 Other taxes payable if Contract is awarded, per item	6 Cost of Incidental Services, if applicable, per item (Overtime Pay, etc.)	7 TOTAL PRICE, per unit (col 4+5+6)
	<b>Maintenance Personnel</b>						
1	Facilities Manager	1	Month				
2	Deputy Facilities Manager	1	Month				
3	Administrative Assistant	1	Month				
4	Facilities Engineer  1. Mechanical Engineer 2. Electrical Engineer 3. Electronics and Communications Engineer	3	Month				
5	Senior Technician	1	Month				
6	Electrician	2	Month				
7	Painter	1	Month				
8	Mechanical / AC Technician	2	Month				
9	Plumber	2	Month				
10	Welder	1	Month				
11	Carpenter / Mason	2	Month				
12	Gardener	1	Month				
13	Receptionist – Athletes Village	1	Month				
14	Property Accountant	1	Month				
	<b>SUBTOTAL</b>	<b>20</b>					
	<b>Housekeeping and Janitorial Services</b>						
1	<b>Supervisor</b> / Overall supervision of the following premises: 1. Athletes' Village 2. Aquatics Center 3. Athletics Stadium	3	Month				
2	<b>Housekeeping Personnel</b>						
	Place of Assignment: <b>Athletes' Village</b>	15	Month				
	Place of Assignment: <b>Aquatics Center</b>	10	Month				
	Place of Assignment: <b>Athletics Stadium</b>	14	Month				
	Place of Assignment: <b>River Park Corridor and Site Development</b>	6	Month				
	<b>SUBTOTAL</b>	<b>48</b>					
	<b>TOTAL</b>						

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

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

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

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

**PRICE SCHEDULE 2  
MAINTENANCE SERVICES**

**PROCUREMENT FOR OPERATIONS AND MAINTENANCE SERVICES OF NCC SPORTS FACILITIES**

#	1 ITEM	2 Quantity	3 UNIT	4 Unit Price EXW per item	5 Other taxes payable if Contract is awarded, per item	6 Cost of Incidental Services, if applicable, per item	7 TOTAL PRICE, per Unit (col 4+5+6)
1	<b>Athletics' Stadium</b>	1 lot	Month				
	Provision of Operation and Maintenance Services on the following: 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Scoreboard Operations and Maintenance 7. Security System Maintenance (CCTV and Access Control) 8. Fans, Blowers, and Pumps (Mechanical) 9. Air conditioning Units 10. Gym Equipment Maintenance 11. Pest / Termite Control 12. Garbage Collection and Disposal 13. Cleaning of Sanitary and Drainage Lines 14. Maintenance of Gardens and Landscaping 15. Glass and Roof Framing Cleaning 16. Grass Maintenance						
2	<b>Aquatics' Center</b>	1 lot	Month				
	Provision of Operation and Maintenance Services on the following: 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Scoreboard Operations and Maintenance 7. Security System Maintenance (CCTV and Access Control) 8. Fans, Blowers, and Pumps (Mechanical) 9. Air conditioning Units 10. Gym Equipment Maintenance 11. Pest / Termite Control 12. Garbage Collection and Disposal 13. Cleaning of Sanitary and Drainage Lines 14. Maintenance of Gardens and Landscaping 15. Glass and Roof Framing Cleaning						

	16. Cleaning and Maintenance of Swimming Pools						
3	<b>Athletes' Village</b>	1 lot	Month				
	Provision of Operation and Maintenance Services on the following: 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Security System Maintenance (CCTV and Access Control) 7. Ventilation Fans and Blowers 8. Air conditioning Units (Window Type) 9. Gym Equipment Maintenance 10. Pest / Termite Control 11. Garbage Collection and Disposal 12. Cleaning of Sanitary and Drainage Lines 13. Maintenance of Gardens and Landscaping 14. Cleaning of Glass Windows 15. Cleaning and Maintenance of Swimming Pool						
4	<b>River Parks and Site Development</b>	1 lot	Month				
	Provision of the Operations and Maintenance services: 1. Electrical System 2. Sanitary and Drainage Lines 3. Landscape and Streetlights 4. Garbage Disposal and Collection						
		<b>TOTAL</b>					

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

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

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

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

**PRICE SCHEDULE 3  
MAINTENANCE SUPPLIES**

**PROCUREMENT FOR OPERATIONS AND MAINTENANCE SERVICES OF NCC SPORTS FACILITIES**

#	1	2	3	4	5	6	7
	ITEM	Quantity	UNIT	Unit Price EXW per item	Other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	TOTAL PRICE, per Unit (incl 4-6-8)
	<b>Athletics' Stadium</b>	1 lot	Month				
1	Fire Safety & Security						
2	Elevator Parts						
3	Emergency Power/ Genset						
4	Plumbing & Carpentry						
5	Air conditioning System and Mechanical Parts						
6	Electrical & Electronic Supplies						
7	Water Potability Test & Tank Cleaning						
8	Housekeeping Supplies & Materials						
9	Tools and Equipment						
	<b>Aquatics Center</b>						
1	Fire Safety & Security						
2	Elevator Parts						
3	Emergency Power/ Genset						
4	Plumbing and Carpentry						
5	Airconditioning/ Mechanical Systems						
6	Electrical & Electronic Supplies						
7	Water Testing & Tank Cleaning						
8	Housekeeping Supplies & Materials						
9	Tools & Equipment						
10	Glass and Roof and Framing Cleaning						
	<b>Athletes' Village</b>	1 lot	Month				
1	Fire Safety & Security						
2	Elevator Parts						
3	Emergency Power/ Genset						
4	Plumbing & Carpentry						
5	Air conditioning and Mechanical Systems						
6	Electronic Supplies and Materials						
7	Water Potability Test & Tank Cleaning						
8	Tools & Equipment						
9	Supplies & Materials - Maintenance & Housekeeping						
10	Façade Cleaning and Maintenance						
	<b>River Parks and Site Development</b>	1 lot	Month				
1	Plumbing, Carpentry and Electrical Supplies						
2	Toilet Consumables						
3	Landscape Cleaning sets and supplies						
	<b>Taxes and Permits (per Facility)</b>	1 lot	Month				
1	Professional Fees / Certifications						

2	Generator Permit to Operate from DENR and Building Official						
3	Elevator Permit						
4	FSIC Certificate						
5	Certificate of Annual Inspection (Mechanical, Electrical, Plumbing / Sanitary Permit)						
		<b>TOTAL</b>					

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

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

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

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