

Procurement of Manpower Services for General Support and Janitorial Services for BCDA under a Three (3) -Year Service Contract

BID BULLETIN NO. 2

This Bid Bulletin clarifies that were raised during the Pre-bid Conference on 26 April 2023 at 9:00 AM and queries sent through e-mail by prospective bidders, as well as other matters relative to the **Procurement of Manpower Services for General Support and Janitorial Services for BCDA under a Three (3) -Year Service Contract**.

1. GENERAL QUERIES

QUERIES	CLARIFICATION/S
<p>1. Clarification on Section VII. Technical Specifications;</p> <p>In case of an outbreak of a disease, epidemic or pandemic, the Service Provider shall shoulder the cost of prevention and control measures, such as but not limited to the following: testing, disinfection facilities, hand sanitizers, personal protective equipment, signages, proper orientation and training of workers. No cost related or incidental to the prevention and control measures shall be charged directly or indirectly to its personnel or Workers.</p> <p><i>Clarification of whether the above-mentioned item shall be provided by the procuring entity or the winning bidder?</i></p>	<p>In view of DOLE Labor Advisory No. 18, s. 2020 or the <i>Guidelines on the Costs of COVID-19 Prevention and Control Measures</i>, BCDA, as the principal or client, may be charged for costs relating to the prevention and control of an outbreak of a disease, epidemic or pandemic.</p> <p>Please note, however, that the Labor Advisory did not provide for the maximum amount for said cost of prevention and control measures. As such, BCDA and the winning bidder shall first agree on the guidelines for the charges, manner of purchase, billing and payments relating to such costs, subject to compliance with the laws and appropriate auditing rules and regulations.</p>
<p>2. Clarification on Section III. Bid Data Sheet;</p> <p>a. The bidder must have completed, within the period specified in the Invitation to Bid a Single Contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p>	<p>The bidder must have completed, within the last five (5) years prior 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 adjusted to current prices using the PSA's CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC</p>

<p>b. The bidder's SLCC, similar to the contract to be bid, should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.</p> <p><i>Can the prospective bidders submit contracts not similar to the project/s specified in the Terms of Reference?</i></p>	<p>adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at least half of the percentage (25%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving supply of manpower services that include general support and janitorial services.</p>						
<p>3. Clarification on Section III. Bid Data Sheet;</p> <p><i>Is it necessary to include the title of the procurement project - General support & Janitorial services in submitting SLCC contracts?</i></p>	<p>Yes, and indicate the name of the contract of the submitted Statement of Single Largest Completed Contract (SLCC) as provided in the form for SLCC.</p>						
<p>4. Clarification on Section VII. Technical Specifications;</p> <p>Cost Component/s (Monthly)</p> <p>Item no. 3 Taxes and allowance for profit:</p> <ul style="list-style-type: none"> 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. <p><i>For the Administration Fee, whether the minimum of 10% can be increased?</i></p>	<p>NO. The administrative fee used in the computation is 10%.</p> <p>The administrative fee shall be computed as follows:</p> <p>G.1 Total Labor Cost per month x 10% Admin Fee</p> <table border="1" data-bbox="854 1192 1370 1283"> <tr> <td>G</td> <td>TAXES AND PROFIT MARGIN</td> </tr> <tr> <td></td> <td>G.1 PROFIT (not less than 10% of total cost)</td> </tr> <tr> <td></td> <td>G.2 E-VAT (12%)</td> </tr> </table>	G	TAXES AND PROFIT MARGIN		G.1 PROFIT (not less than 10% of total cost)		G.2 E-VAT (12%)
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	G.2 E-VAT (12%)						
<p>5. Clarification on Section VII. Technical Specifications;</p> <p>Cost Components (Monthly)</p> <p>Item no. 2 Remittances/Contributions to Government Institutions using latest rates:</p> <ul style="list-style-type: none"> SSS Premium contributions; PhilHealth contributions; PagIBIG Fund contributions; Employees Compensation Commission (ECC); and Others as mandated by applicable laws. 	<p>The PhilHealth premium rate to be used for purposes of this bidding is 4.5%.</p>						

Handwritten signatures and initials in blue ink.

BCDA Corporate Center
2/F Bonifacio Technology Center
31st St. cor. 2nd Ave. Bonifacio Global City,
Taguig City 1634 Philippines



<p><i>For the Labor Cost Structure, whether the prospective bidder can use the Labor cost for Philhealth is 4.5% or the existing 4% cost instead?</i></p>	
<p>6. Clarification on Section VII. Technical Specifications;</p> <p><i>Can we clarify the area of Delivery of supplies?</i></p>	<p>The delivery of the supplies shall be at the BCDA Office, 2/F Bonifacio Technology Center, 31st St., cor 2nd Ave BGC, Taguig City</p>
<p>7. Clarification on Section VII. Technical Specifications;</p> <p>List and corresponding prices of supplies, tools and equipment</p> <p><i>For the item of Grass Cutter in supplies, who will shoulder the gasoline and the nylon?</i></p>	<p>Gasoline and nylon shall be provided by BCDA, as the principal or client during the operation.</p>
<p>8. Clarification on Section VII. Technical Specifications;</p> <p>List and corresponding prices of supplies, tools and equipment</p> <p>Can we clarify these Two (2) Items is with frame (steel and handle;</p> <ul style="list-style-type: none"> ● Dust Mop Head (54 inch steel) ● Dust Mop Head (24 inch. Steel) 	<p>The requirements containing Dust Mop under Section VII Technical Specifications - Semestral Supplies and Materials are:</p> <ul style="list-style-type: none"> ● Dust Mop Head (24 inch, cotton) ● Dust Mop Handle (54 inch, steel) ● Dust Mop Frame (24 inch, steel)
<p>9. Clarification on Section VII. Technical Specifications;</p> <p><i>Can you provide the documents for the Housekeeping Plan and compliance with Drivers' Manual?</i></p>	<p>The Housekeeping Plan to be implemented for the duration of the contract shall come from the bidder, not from the client. A housekeeping plan generally contains regular cleaning and maintenance tasks, schedule of deployment, attendance management, area of responsibility, checklist, inventory of supplies, tools and equipment, etc.</p>

	<p>Re compliance with Drivers' Manual, please refer to the attached BCDA Drivers' Manual</p> <p><u>(Driver's Manual is hereto attached as Annex "A")</u></p>
<p>9. Clarification on Section VII. Technical Specifications; List and corresponding prices of supplies, tools and equipment</p> <p><i>What is the ABC (Approved Budget for the Contract) of the supplies?</i></p>	<p>Administrative Cost which includes: cost for the use of equipment, supplies, materials and other services.</p> <p>Total Cost per month PhP290,605.88</p>
<p>10. Clarification on Section VIII. Technical and Financial Documents;</p> <p><u>Technical Documents</u></p> <p>(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;</p> <p><i>Can we clarify the completed contract/s to be submitted - if the contract should be general support and janitorial services or could it just be just one (1) component?</i></p>	<p>The Completed Contract that shall be considered as compliance in the Technical Documents for <u>(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;</u> must have a component for both General Support and Janitorial Services under a service Contract.</p> <p>Moreover, as per Section III, Bid Data Sheet, ITB Clause 5.3 Bidding Documents for Procurement of Manpower Services for General Support and Janitorial Services for BCDA under a Three (3)-Year Service Contract, to wit:</p> <p><i>"For this purpose, contracts similar to the Project shall be:</i></p> <p><i>Manpower Services for General Support and Janitorial Services under a service contract.</i></p> <p><i>The bidder must have completed, within the last five (5) years prior from the date</i></p>

	<p><i>of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at least half of the percentage (25%) of the ABC."</i></p>
<p>11. Clarification on the Cost Structure Form;</p> <p>Can we clarify the administrative cost stated on the provided form for Cost Structure for each position letter (F) is for the utility personnel and not for the skilled personnel only.</p> <p>And the profit margin in the portion of letter (G) is the standard admin fee for all positions.</p> <p>How do we place/calculate the cost of supplies and materials? Is it a percentage of the entire amount of supplies and materials or by per head per month?</p>	<p>Yes. Administrative cost pertains only to utility personnel.</p> <p>Administrative fee should not be less than 10% of total cost.</p>
<p>12. Clarification on the Cost Structure Form;</p> <p>In relation to the provided form for Cost Structure for each position letter (F).</p> <p>How do we place/calculate the cost of supplies and materials? Is it a percentage of the entire amount of supplies and materials or by per head per month?</p>	<p><u>Cost Component Form for General Support and Janitorial Services is hereto attached as Annex "B"</u></p>
<p>13. Clarification on the submission of Bids</p>	<p>Bidder shall submit one (1) original copy of the first component (eligibility and</p>

How many copies do we need to provide for Technical Eligibility and Financial Components?	technical) and (1) original copy of the second component (financial) of its bid.
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2. CLARIFICATIONS

a. Bid Data Sheet (ITB Clause 5.3)

The bidder must have completed, within the last five (5) years prior 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 adjusted to current prices using the PSA's CPI; or at least two (2) similar completed contracts with the aggregate amount equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the PSA's CPI, and the largest of these similar contracts must be equivalent to at least half of the percentage (25%) of the ABC.

For this purpose, contracts similar to the Project shall be: Manpower Services for General Support and Janitorial Services.

b. Section VII. Technical Specifications

Other Conditions Regarding Evaluation:

Technical Oral Presentation at the Bid Opening Date regarding the Company's Profile

A 5-minute oral presentation by the bidder on his/her company profile shall be done prior to opening of financial bids. Only those bidders who are compliant with the eligibility and technical requirements shall make the oral presentation.

Qualification of the Bidders:

- Be duly registered with the Department of Labor and Employment (DOLE);
- Be duly registered with the Bureau of Internal Revenue (BIR);
- Be duly registered with the Securities and Exchange Commission (SEC) for corporations and partnerships or the Department of Trade and Industry (DTI) for sole proprietorship;
- Must be duly certified to ISO 9001:2015 Standard or its equivalent applicable to the service provided at the time of bidding process and throughout the contract duration;
- Be duly registered with PhilGEPS; and
- Be an active employer registered with the following agencies:
 - Social Security System (SSS);
 - Home Development Mutual Fund (PagIBIG Fund); and
 - Philippine Health Insurance Corporation (PhilHealth)

Cost Components (Monthly)

Remittances/Contributions to Government Institutions using **latest** rates.

c. General Terms and Conditions

The Service Provider shall provide, at its own expense, two sets of uniforms for its personnel assigned to BCDA **on a yearly basis**.

d. Scope of Work/Schedule of Requirements/Monthly Basic Salary for Subic Clark Railway Project (SCRP)

Light Vehicle Driver
<p>Education: High School Graduate Experience: Two (2) years of relevant experience Training: None required Others: With corresponding LTO license conditions for Driver Basic Salary: PhP 14,630.00</p>
Two (2) Utility Personnel
<p>Education: Elementary School Graduate Experience: One (1) year of relevant experience Training: None required Basic Salary: PhP 15,132.00</p>

e. List of corresponding prices of supplies, tools and equipment

Monthly Supplies & Materials

Supplies	Qty/Unit
Trash bag (Med) * 100/pack	<u>17 packs</u>

Please be reminded that all queries after the issuance of this Bid Bulletin will no longer be entertained.

Moreover, please take note of the following schedule:

Activities	Date/Schedule
Deadline for Request for Clarification, if any	28 April 2023 (Friday)
Issuance of Bid Bulletin, if any	29 April 2023 (Saturday)
Deadline for Submission of the ff: <ul style="list-style-type: none"> • Eligibility Requirements • Financial Proposal 	08 May 2023 (Monday) at 9:00 AM
Opening of Bids	08 May 2023 (Monday) at 10:00 AM

The above changes further amend the bidding documents, accordingly. **The Opening of Bids will be conducted face-to-face** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City**, However, the bidders may opt to attend online via zoom. A written request shall be made/e-mailed to the BAC-G Secretariat by the prospective bidders.

For those attending in person, please consider the following guidelines:

- Attendees to the Opening of Bids are expected to follow the BCDA Health Protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

Issued on **29 April 2023 (Saturday)**.

BIDS AND AWARDS COMMITTEE FOR GOODS

By:


RICHARD BRIAN M. CEPE
Chairperson

“ANNEX A”

BCDA

MANWAL PARA

SA MGA

DRAYBER

TALAAN NG MGA NILALAMAN

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PANIMULA

Ang BCDA ay may higit walumpu (80) iba't-ibang klase ng sasakyan na pinangangasiwaan sa pamamagitan ng General Services Department (GSD).

Ang naunang unit ang siyang namamahala at nagsasagawa sa lahat ng transaksyong nauukol sa operasyon ng mga sasakyan kagaya ng pangagalaga at pagkukumpuni, paggagasolina, iskedyul ng biyahe at iba pa.

Upang mapanatili ang maayos na operasyon ng Motorpool, ang Manwal na ito ay isinulat upang maging gabay ng lahat ng drayber sa mga polisiyang ipinapatupad ng BCDA, gayundin sa tama at maayos na pangangalaga ng mga sasakyan. Layunin din nitong magbigay ng impormasyon sa mga pangunahing batas trapiko upang maiwasan ang ano mang aksidente o aberya sa daan.

Inaasahang sa pamamagitan ng Manwal na ito, ang lahat ng mga draybers ay mapapapaalalahanan at maliliwanagan ukol sa mga nararapat at hindi nararapat na gawain ng isang drayber habang ito ay nasa pangangasiwa ng BCDA.

MGA

ALITUNTUNIN

MGA ALITUNTUNIN

Ang mga drayber ng Bases Conversion and Development Authority (BCDA) ay may responsibilidad na sumunod sa mga alituntuning ipinapatupad upang mapangalagaan ang mga sasakyan, mga pasahero at ibang pag-aaring sakay nito.

Ang anumang paglabag sa mga sumusunod na alituntunin ay maaring dahilan upang gawaran ng kaukulang aksiyon.

I. Mga Pangunahing Alituntunin:

1. Pagsunod sa Batas Trapiko

- a. Ang lahat ng draybers ay inaasahang makipagtulungan sa pagpapatupad ng mga alituntunin at regulasyon sa trapiko. Anumang multang sisingilin bungaa sa di pagsunod ay sasagutin ng drayber.
- b. Irespeto ang mga pedestriyan.
- k. Panatilihing naka-seatbelt pati na ang pasahero sa harap ng sasakyan

2. **Depensibong Pagmamaneho**

Ang depensibong pagmamaneho ay laging isagawa upang maiwasan ang aksidente. Importante ang pagiging alisto at pagbibigay halaga sa kaligtasan habang nagmamaneho sa kalsada.

3. **Pangangalaaga sa Sasakyan**

a. Ang anumang paggamit ng sasakyan na maaring magdulot

dito ng pagkasira ay iwasan.

b. Sundin ang Vehicle Preventive Maintenance Program ng BCDA ukol sa regular na check-up

k. Maging maagap sa pag-uulat ng mga sumusunod:

- Hindi normal o irregular na obserbasyon hinggil sa takbo ng sasakyan
- Aksidente o sakuna ng sasakyan

- Mga pinala o sira sa sasakyan na nakuha o naganap habang nasa biyahe

4. Tamang Pakikitungo sa Mga Tao

Lahat ng mga drayber ay kinakailangang magpakita ng tamang

paggalang sa kanilang pasahero, mga kapwa drayber, guwardiya, mga empleyado at mga panauhin.

5. Pagiging Responsable sa mga Tungkulin

- a. Ang mga drayber ay kailangang regular na makipag-ugnayan sa kinauukulan ukol sa iskedyul ng kanilang biyahe.
- b. Ang drayber ay hindi maaring pumili o tumanggi sa biyahe maliban sa di- maiiwasang kadahilanan.
- k. Kung mayroong biyahe, ang drayber ay inaasahang dumating sa takdang lugar labinglimang (15) minute bago dumating ang takdang oras.

- d. Ipaalam kung mahuhuli sa pagpasok o hindi makakarating sa opisina. Kung hindi makakarating para sa isang biyahe, ipaalam isang (1) oras bago ang biyaheng ito.
- e. Ang pasahero ay hindi dapat paghintayin. Kung may kailangang gawin o asikasuhin, ipagbigay-alam sa pasahero.
- g. Sa mga oras na walang biyahe at hindi nagmamaneho, kinakailangang ipaalam sa drayber ang kanyang kinaroroonan sa mga sumusunod:
- Sa sekretarya ng departamentong pinagsisilbihan.
 - Sa dispatcher o guwardiyang nakatalaga
 - Sa pasahero habang naghihintay ng biyahe
- h. Ang drayber ang mga pangunahing responsibilidad sa sasakyang nakatalaga dito. Siguruhin ang pagtupad sa sinumpaang kasunduan o Panunumpa (Annex A) ukol sa pangunahing responsibilidad sa pangangalaga ng

sasakyan. Tiyaking lahat ng mga parte at aksesorya ng sasakyan na nakasaad sa “Vehicle Inspection Report” (Annex b) ay kumpleto at nasa maayos na kondisyon.

6. Tamang Pagkilos at Pananamit

- a. Ang mga drayber ay inaasahang magsuot ng itinakda o nararapat na kasuotan.
- b. Mahigpit na ipinagbabawal sa lahat ng oras ang pagsusugal, pag-inom ng alak at paggamit ng bawal na gamot.
- k. Mahigpit ding ipinagbabawal ang mga sumusunod sa loob ng sasakyan:
 - pagtulog sa loob ng sasakyan
 - pagsisigarilyo
 - iwanang bukas ang makina o aircon habang nakaparada ang sasakyan
- d. Ang makipag-usap o makihalo sa usapan ng mga pasahero ay huwag gawin kung walang pahintulot.
- e. Ang pakikipagtalo sa ibang drayber o pakikipag-unahan ng sasakyan ay ipinagbabawal.

- g. Siguraduhing maayos at sa tamang lugar ang pagkaparada ng sasakyan sa mga itinalagang parking area lamang.

II. Alituntunin sa Paggawa ng Trip Ticket

Ang “Trip Ticket” (Annex K) ay nakatakandang form na ginagamit upang irecord ang lahat ng biyaheng isinasagawa at lahat ng pasaherong isinasakay. Ang mga sumusunod ay mga tamang hakbang sa paggawa/fill-up ng trip ticket.

1. Itanong sa dispatcher kung may biyahe. Humingi ng trip ticket kung mayroong biyahe.
2. Ang dispatcher ang maglalagay/susulat ng destinasyon, araw at oras ng biyahe, maging pasahero, at iba pang impormasyon sa trip ticket.
3. Kapag ang drayber ay nasa biyahe na, siya’y inaasahang maglista at sumuat sa trip ticket ng bawat lugar na pupuntahan nito pati na ang oras, odometer reading at ang layo o distansya ng biyahe. Uulitin ang hakbang na ito sa bawat destinasyong pupuntahan.

4. Habang nasa biyahe o pagtapos ng biyahe kinakailangang papirmahin ang pasahero sa trip ticket.
5. Ang paggamit ng sasakyan na walang Trip Ticket o kaukulang awtorisasyon ay mahigpit na ipinagbabawal.

III. Alituntunin sa Pagkuha/Pagbili ng Gasolina

Ang BCDA ay mayroong mga piling gasolinahan kung saan ang mga drayber ay maaring magkarga ng gasoline/diesel bago ito bumiyahе. May ilang hakbang na dapat isagawa. Ito ay ang mga sumusunod:

1. Isumite ang nakaraang “Trip Ticket” na nagpapatunay na ang gasoline/diesel ay nasa $\frac{1}{4}$ na tanke na lamang.
2. Humingi ng “Fuel Request Slip” at punan ng nararapat na impormasyon (Annex D).
3. Isumite ang request slip sa dispatcher/motorpool supervisor.
4. Hintaying aprubahan at ibigay ang credit card para sa pagpapakarga ng gasoline

5. Huwag kalimutang humingi ng resibo at invoice sa station na pinagkargahan ng gasolina.
6. Ang credit card, resibo at invoice ay dapat na isauli agad sa dispatcher/motorpool supervisor pagkatapos magpakarga. Maaring pagbayarin ang drayber sa mawawalang resibo.

IV. Alituntunin sa Pagkukumpuni ng Sasakyan

1. Dalhin ang minamanehong sasakyan sa Motorpool Area upang macheck-up ng mekaniko at magawan ng Daily Vehicle Maintenance Report (Annex E).
2. Dalhin ang inspection report sa Motorpool supervisor upang magawan ng Pre-Repair Inspection Report (Annex G) kung ang sira ng sasakyan ay hindi maaring kumpunihin ng mekaniko.
3. Kung kinakailangang dalhin sa repair shop, ang GSD ay gagawa ng Purchase Request (PR) para maaprubahan ng Vice President (VP) ng Department at Senior Vice President (SVP) ng Corporate Services Group.

V. Alituntunin sa Pagbiyahe ng Malayo / Higit sa Isang Araw

1. Ang driver ay kailangang kumuha ng Travel Order o TO (Annex H) kung siya ay bibiyahe sa labas ng Metro Manila. Nakasulat sa TO ang destinasyon, dahilan ng biyahe at kung gaano katagal ang ilalagi sa lugar na destinasyon.
2. Ang TO ay kailangang rekomendado ng VP ng inyong departamento at aprubado ng SVP.
3. Ang travel allowance na gagamitin habang nasa malayong biyahe ay ibinibigay naaayon sa mga alituntunin ng gobyerno.
4. Inaasahang ang drayber ay may sapat na damit at personal na gamit bago ito bumiyahang malayo at higit sa isang araw.
5. Tungkulin din ng drayber, habang ito ay nasa ibang lugar, na panatilihin malinis at maayos ang kondisyon ng kanyang sasakyan.

VI. Alituntunin sa Aksidente ng Minamanehong Sasakyan

Sa mga pagkakataong nasangkot ang sasakyang minamaneho sa ano mang aksidente, ang drayber ay inaasahang sundin ang mga sumusunod:

1. Kung may malapit na telepono, iulat agad ang pangyayari sa Motorpool Supervisor.

2. Gumawa ng nakasulat na ulat sa loob ng dalawampung-apat (24) na oras

3. Isumite ang mga sumusunod na papeles:
 - a. Police Report
 - b. Driver's Affidavit
 - c. Driver's License w/OR (photocopy)
 - d. Insurance Policy w/OR (photocopy)
 - e. Automobile Accident Report
 - f. Motor Chassis No. (Stencils)
 - g. Pictures

**PERFORMANCE APPRAISAL
SYSTEM PARA SA
DRAYBER**

Performance Appraisal System Para sa Mga Drayber

Ang Performance Appraisal System para sa mga drayber ay dinesenyo para mapanatili ang kaayusan sa pagmamaneho at pangangalaga sa mga sasakyan ng BCDA. Ang Appraisal Form (Annex I) ay ang nakatakdang form na ginagamit sa pag-rate sa drayber.

A. Mga Pangunahing Pamantayan na Kailangang Tuparin ng Isang Drayber

1. Punctuality o kakayahan ng drayber na dumating ng tama sa oras
2. Road Courtesy o kakayahan ng drayber na sumunod sa batas trapiko
3. Courtesy to Passengers o paggalang sa mga pasahero
4. Vehicle Cleanliness o pagpapantili ng kalinisan ng sasakyan
5. Vehicle Operation o kakayahan upang mapanatili ang magandang takbo at kalagayan ng sasakyan
6. Personal Grooming o kalinisan sa panglabas na anyo at kalooban

B. Ang mga performance ratings ay tinatasa ayon sa bilang na 1 hanggang 4, kung saan ang 1 ay pinakamababa at 4 ang pinakamataas. Ang mga sumusunong ay katumbas na deskripsyon ng mga bilang:

4 = Very Satisfactory (Lubos na kasiya-siya)

Nahihigitan ng Drayber ang mga pangunahing pamantayan na kailangan ng isang drayber.

3 = Satisfactory (Kasiya-siya)

Kasiya-siyang natutupad ang mga pangunahing pamantayan.

2 = Fair (Hindi Sapat)

Natutupad ang pangunahing pamantayan ngunit, kailangan pang magsikap upang maging kasiya-siya.

1 = Poor (Hindi Kasiya-siya)

Hindi narrating ang kasiya-siyang pamantayan.

K. Ang pagsasagawa ng appraisal.

1. Ang bawat drayber ay binibigyan ng nakasobrang performance appraisal form bago ito bumiyahen.

2. Ibigay ang appraisal form sa pasahero upang bigyan ng grado ang paraan ng pagmamaneho ng drayber.

3. Hintaying ibalik ng pasahero ang form.
4. Ibalik sa sobre at ibigay sa motorpool supervisor.
5. Ang lahat ng appraisal forms ng lahat ng naging pasahero ng isang drayber ay iniipon at tinutuos upang maging batayan ng kanyang performance sa loob ng anim na buwan o isang taon.

**BCDA VEHICLE
PREVENTIVE
MAINTENANCE
PROGRAM**

BCDA Vehicle Preventive Maintenance Program

Ang tagal ng buhay ng sasakyan ay hindi mababase sa tatak o gawa ng sasakyan. Ang itatagal ng pagtakbo nito ay nakadepende sa husay ng pangangalaga at pag-mimintina ng sasakyan.

May mga programa at alituntuning ipinapatupad ang tanggapan uoang matiyak at mapanatili sa magandang kundisyon ang mga sasakyan. Narito ang mga alituntuning ipinapatupad.

1. Tagubilin sa Araw-araw:

Bago at pagkatapos gamitin ang sasakyan kinakailangang tignan ang mga sumusunod:

- Motor Oil
- Brake Fluid
- Battery Solution
- Power Steering Fluid
- Tire Pressure
- Odometer reading
- Gasoline level

Habang ang sasakyan ay umaandar o ginagamit, maging maagap o alisto sa mga sumusunod:

- Di pangkaraniwang tunog
- Hindi normal na paggalaw o ng mga instrument o steering wheel irregularities
- Iba pang hindi norm
- al na obserbasyon o senyales ng pagkasira

2. Buwanag Tagubilin

- Lahat ng mga driver ay dapat na laging handa sa mga biglang pag-inspeksyon ng sasakyan na isinasagawa ng mga Motorpool Staff.

3. Regular na Check-up

- Responsibilidad ng driver na dalhin ang sasakyan para sa regular na 5,000 km, check-up.

Appendix A

PANUNUMPA

Ako, si _____ ay

nanunumpa na:

1. tutuparin ko ang batas trapiko;
2. pangangalagaan ko ang sasakyan na nakatalaga sa akin na parang sarili ko; imamaneho ko ito sa nararapat na paraan; pananatilihin ko itong malinis araw-araw at tumatakbo ng maayos;
3. kikilos ako nang naaayon sa nararapat na pagkilos at pag-uugali sa loob at labas ng opisina;
4. isusumite ko sa Motorpool ang anumang pangyayari o aksidente na kinasasangkutan ng sasakyan sa loob ng dalawampung-apat (24) na oras;
5. susundin ko ang mga patakaran ng BCDA Motorpool sa pagsusumite ng mga dokumentong hinihingi sa bawat takbo ng sasakyan tulad ng pagkuha ng gasoline at iba pang kailangan ng sasakyan.

Tinatanggap ko ang sasakyang itinalaga sa akin na _____

_____ na may Plakang _____.

Tinatanggap ko ang sasakyang ito kasama ng mga gamit na nakasaad sa ibaba:

Tinatanggap ko ang sasakyang ito na nasa mabuting kondisyon maliban sa nakasaad sa ibaba:

Pangalan at Lagda

Petsa

Appendix B

Office of the President
BASES CONVERSION AND DEVELOPMENT AUTHORITY

VEHICLE INSPECTION REPORT

VEHICLE/PLATE NO.:	MODEL:
DRIVER'S NAME:	ASSIGNED TO:

PARTICULARS	OK	NOT OK	PARTICULARS	OK	NOT OK
I. BODY PARTS AND ACCESSORIES					
Front center bumper mldg.			W/ shield washer tank/Motor		
LH & RH front bumper ext.			Battery cable/terminal		
Front bumper guard bumper pad			Air cleaner/Elements		
LH & RH headlight assy.			Horn Assy./Relay/Switch		
LH & RH headlight frame			LH & RH Engine hood stopper		
LH & RH clearance light assy.			Tail lid/mldg./lock w/key		
LH & RH park light assy.			Front w/shield glass/rubber mldg.		
Front grille emblem			LH & RH wiper arm w/blade/cap		
Engine hood mldg. lock			Back glass/rubber mldg.		
LH & RH front fender panel			II. ROOM PARTS & ACCESSORIES		
LH & RH front fender mldg.			Dome light		
LH & RH front fender filler			Dashboard panel/Cluster Kit		
LH & RH wheel opening mldg.			Instrument panel		
LH & RH side mirror			Glove box/lock		
LH & RH front door panel			Console box/Tachometer		
LH & RH front door glass			Shifting lever knob/Clock		
LH & RH door glass			Radio /Stereo/Brand		
LH & RH door glass mechanism riser handle			Rear View mirror		
LH & RH door lock w/ key (front)			LH & RH sunvisor/grab handle		
LH & RH front door rubber mldg.			LH & RH inner door handle (front)		
LH & RH door glass belt mldg. (outer & inner)			LH & RH front door sidings		
LH & RH front door glass run channel			LH & RH front lock/Knob		
LH & RH door w/ strip			LH & RH front door opener		
LH & RH front door outer handle			LH & RH front door opener bezel		
LH & RH rear door panel			LH & RH rear inner door handle		
LH & RH rear door body mldg.			LH & RH rear door sidings		
LH & RH rear door glass			LH & RH rear door lock/knob		
LH & RH quarter glass mechanism riser handle			LH & RH rear door opener bezel		
LH & RH rear door lock w/key			Rear dashboard panel/speaker		
LH & RH door glass belt mldg. (inner & outer)			Seat cover/Matting		
LH & RH rear door glass run channel			Carpet flooring		
LH & RH rear door w/ strip			Seat cushion		
LH & RH door outer handle			Ash Tray		
LH & RH rear fender panel			Rear dashboard panel/speaker		
LH & RH rear rubber mldg.			Seat cover/Matting		
Battery/Brand/Size			Carpet flooring		
Wiper motor/Linkage			Seat cushion		
Wiper water washer tips (lh & rh)			Ash Tray		
III. TIRES/OTHERS					
Radiator reserve tank/Hose			LH & RH front mudguard/inner liner		
Lower & upper radiator hose & clamps			LH & RH front rim cap/center cap (hub)		
LH & RH back light assy./ plate light (RH & LH)			LH & RH front tires/Size/Brand		
Rear center bumper/LH & RH ext. bumper			LH & RH rear mud guard/inner liner		
LH & RH bumper guard/bumper pad/ cigarette lighter			LH & RH rear rim cap/center cap (hub)		
Rear garnish Plate/gas tank cap/cover w/ key			LH & RH rear tires/Size/Brand		

Appendix D

BCDA-PATSD2014-03
May 2014

Republic of the Philippines
Office of the President

BCDA
Bioscience Conversion and
Development Authority

2/F Bonifacio Technology Center, 31st Street corner 2nd Avenue
Bonifacio Global City, Taguig City

FUEL/LUBE/OIL REQUEST SLIP


Vehicle Plate No. _____ Date: _____
Vehicle Type: _____ Trip Ticket No. _____
Beginning: _____

GASOLINE: _____ **DIESEL:** _____


Others: _____

Requested by:	Issued by:	Received by:

Appendix G

BCDA-PATSD2014-06			
 <p>2/F Bonifacio Technology Center, Crescent Park West Fort Bonifacio Global City, Taguig</p> <p>REQUEST FOR PRE-REPAIR INSPECTION</p> <p style="text-align: right;">Control No. _____ Date: _____</p>			
DESCRIPTION OF PROPERTY			
TYPE		BRAND/MODEL	
SERIAL NO.			
ENGINE NO.			
ACQUISITION DATE		ACQUISITION COST	
DATE OF LAST REPAIR		NATURE OF LAST REPAIR	
DEFECTS/COMPLAINTS			
NATURE AND SCOPE TO BE DONE:			
PARTS TO BE SUPPLIED/REPLACED			
REQUESTED BY:			

Name/Signature of User			
PRE-REPAIR INSPECTION REPORT			
FINDINGS/RECOMMENDATION:			
PRE-INSPECTED BY:		RECOMMENDING APPROVAL:	
_____		_____	
Name/Designation		Name/Designation	

 <p>2/F Bonifacio Technology Center, 31st Street corner 2nd Avenue Bonifacio Global City, Taguig City</p>			
POST-REPAIR INSPECTION REPORT			
Purchase Request#		DATE	
Sales Invoice No.		DATE	
PO/JO Nos.		AMOUNT	
FINDINGS:			
Already installed:			
Repaired/Service by:		Inspected by:	
_____		_____	
Name/Designation		Name/Designation	
Recommending Approval:		Approved by:	
_____		_____	
Name/Designation		Name/Designation	

NOTE: Approving authority concerning vehicle is the Vice President for Corporate Services Group, while the concerned Department Heads will sign equipment (electrical, mechanical, IT & office equipment, etc.)

Appendix H

<p>BCDA-ODMD2014-09 May 2014</p>	<p>Republic of the Philippines Office of the President BCDA Binary Conversion and Development Authority 2/F Bonifacio Technology Center, 31st Street corner 2nd Avenue Bonifacio Global City, Taguig City</p> <p>TRAVEL ORDER</p>
<p>The following personnel of _____</p>	<p>Date : _____</p> <p>is/are hereby directed and</p>
<p>authorized to travel on _____ (Date)</p>	<p>(Department / Project Team)</p>
<p>_____ subject to the details specified below:</p>	<p>_____</p>
<p>Purpose(s):</p>	<p>NAME/S</p>
<p>• Air/land travel authorized</p> <p>• The person/s herein authorized is emitted to claim per diem in accordance with existing rules and regulations</p> <p>• Expenses to be incurred will be in accordance with Executive Order 248 and EO 298, approved itinerary and to be chargeable against BCDA subject to the availability of funds and the usual accounting and auditing rules and regulations.</p> <p>• Upon completion of travel, they shall submit a Certificate of Appearance and a Certificate of Travel Completed.</p>	<p>DESTINATION</p>
<p>Recommending Approval:</p> <p>_____</p> <p>Department Head</p>	<p>Approved:</p> <p>_____</p> <p>Group Head</p>

PERFORMANCE MONITORING SHEET FOR DRIVERS Date _____

We will appreciate your comments or complaints about the drivers and of the vehicle assigned to you. This would be part of our evaluation of our drivers and condition of our vehicles so that we can improve further our services. Please fill-up the form and send directly to Mr. Tony Zabat. Thank you.

NAME OF DRIVER : _____

VEHICLE/PLATE NO.: _____

DIMENSION	RATING				COMMENTS ON PERFORMANCE
	1 Poor	2 Fair	3 Good	4 VG	
Punctuality					
Road Courtesy					
Courtesy to Passenger					
Vehicle Cleanliness					
Vehicle Operation					
Personal Grooming					
Additional comments					

RATED BY:

Name/Signature of Passenger

Instructions:

1. Rate the performance of the Driver during this trip the rating scale of 1-4 where 1 is Poor and 4 is Very Good. The definition of each dimension to be rated is indicated at back of this Monitoring.
2. Enclose the Monitoring in a sealed envelope.
3. Turn over the sealed envelope to PATSD.

PERFORMANCE MONITORING SHEET FOR DRIVERS Date _____

We will appreciate your comments or complaints about the drivers and of the vehicle assigned to you. This would be part of our evaluation of our drivers and condition of our vehicles so that we can improve further our services. Please fill-up the form and send directly to Mr. Tony Zabat. Thank you.

NAME OF DRIVER : _____

VEHICLE/PLATE NO.: _____

DIMENSION	RATING				COMMENTS ON PERFORMANCE
	1 Poor	2 Fair	3 Good	4 VG	
Punctuality					
Road Courtesy					
Courtesy to Passenger					
Vehicle Cleanliness					
Vehicle Operation					
Personal Grooming					
Additional comments					

RATED BY:

Name/Signature of Passenger

Instructions:

1. Rate the performance of the Driver during this trip the rating scale of 1-4 where 1 is Poor and 4 is Very Good. The definition of each dimension to be rated is indicated at back of this Monitoring.
2. Enclose the Monitoring in a sealed envelope.
3. Turn over the sealed envelope to PATSD.

GENERAL SUPPORT AND JANITORIAL SERVICES 2023

List of corresponding prices of supplies, tools and equipment

Supplies	Qty & Unit	Cost Per Unit	Total Cost Per Equipment (Monthly)	Total Cost of Equipment (Monthly)
TOOLS AND EQUIPMENT				
Floor Polisher Machine (brand new, heavy duty, Low speed, brush pad 16", 1HP, brush speed 200rpm, motor speed 1725)	5 Units			
Misting Machine (brand new, color blue, 4 liters tank cap, electrically operated)	6 Units			
Vacuum Cleaner (brand new, heavy duty, 30 liters cap, wet and dry)	7 Units			
Mop Squeezer (hard plastic, 36 liters capacity, color yellow)	6 Units			
Squeegee (Stainless Steel Glass Window Squeegee with Detachable 12 Inch Blade 6.4 Inch)	7 Sets			
Push Cart (37 x 24 x 5.75 in, 660 lbs cap)	5 Units			
Hand trolley (300 kg caps)	3 Units			
Rake (5ft, no-slip grip)	6 pcs.			
Grass Cutter (Drive system: Auto centrifugal clutch, Spiral bevel gear Reduction ratio: 14:19 Rated cutter edge rotation speed (r.p.m): 5100 Standard blades (mm): 255 Weight (kg): 9.2 Size (LxWxH) (cm): 166x39x26)	8 Units			
Grass Shears (Black, long handle)	10 pcs			
Itak/Bolo (at least wooden handle, 10 inch, one sided blade)	10 pcs			
MONTHLY SUPPLIES & MATERIALS				
Forward (Floor Cleaner Disinfectant) (5L/1.32 Gal)	16 gal.			
Car air sanitation gel (Plastic container, 120ML)	60 bot.			
Disinfectant solution (for misting, organic)	10 gal.			
Wax Complete	9 gal.			

Wax Stripper	9 gal.			
Floor Sealer (1 Gallon/All types of floor; Vinyl, Rubber, linoleum)	9 gal.			
Carpet Shampoo	5 gal.			
Polishing Pad (white) - w/ Center Hole; Round; 16in	8 gal.			
Polishing Pad (green) - w/ center hole; round; 16in	5 gal.			
Polishing Pad (black) - single sided; 16 in	5 gal.			
Toilet Bowl Cleaner	9 gal.			
Powdered Soap	49 kg			
Hand Soap, w/ moisturizer	39 bot.			
Detergent Bar	3 bar			
Rags/Pranela Cloth	20 yards.			
Deodorant Cake	15 pack			
Glass Cleaner	7 gal.			
Fabric Conditioner, scented	17 gal.			
Air Freshener	14 gal.			
Furniture Polish	4 liter			
	28 liter			
Dishwashing Liquid				
Dishwashing Pad (one-sided)	16 pcs.			
Insecticide, water-based	17 can			
Cloth Gloves	3 pairs			
Laundry Gloves	3 pairs			
Rubber Gloves	17 pairs			
Tissue Paper (double ply)	248 roll			
Paper Towel	145 packs			
Trash Bag (XL) * 100/pack	50 packs			
Trash bag (Med) * 100/pack	17 packs			
SEMESTRAL SUPPLIES & MATERIALS				
Mop Head (16 oz yellow yarn)	38 pcs.			
Mop Handle (Aluminum) (Red; 1.4 m)	23 pcs.			

Dust Mop Head (24 inch; cotton)	10 pcs.			
Dust Mop Handle (54 inch steel)	3 pcs.			
Dust Mop Frame (24 inch steel)	6 pcs.			
Dust Pan (hard plastic)	30 pcs.			
Stick Broom, Plastic Handle, 1.26 mm long	36 pcs.			
Soft Broom	43 pcs.			
Toilet Bowl Brush with handle	18 pcs.			
Spray Bottle, plastic, 1 liter cap	44 pcs.			
Face Mask	18 boxes			
Polishing Pad Holder (16 in w/bracket)	6 pcs.			
Polishing Brush (Abrasive, round)	2 pcs.			
		Total Cost per Month		
		Total # of Janitors/Utility Personnel		
		Total Cost per Janitor per Month		

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