

BASES CONVERSION AND DEVELOPMENT AUTHORITY

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

November 2021

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as Proposal and Tender. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form

signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in

the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and

maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as civil works or works. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure projects or consulting services. A Procurement Project

shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Invitation to Bid

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

- The BASES CONVERSION AND DEVELOPMENT AUTHORITY (hereinafter referred to as BCDA), through the 2023 Corporate Operating Budget and 2023 General Appropriations Act (GAA), intends to apply the sum of **Twenty-Seven Million Eight Hundred Seventy-Four Thousand Nine Hundred Thirty-Nine Pesos and 20/100 Only (Php27,874,939.20)**, inclusive of VAT and all other applicable government taxes, fees, and charges, being the Approved Budget for the Contract (ABC) **for the first year only**, to payments under contract for the bidding of **Manpower Services for General Support and Janitorial Services for BCDA under a Three (3)-year Service Contract**, broken down as follows;

Particular	Source of Budget	Amount (PhP)
BCDA	Corporate Operating Budget (COB)	26,002,677.84
SCRIP	General Appropriations Act Budget (GAA)	1,872,261.36
	TOTAL ABC	PhP 27,874,939.20

Bids received in excess of the ABC shall be automatically rejected at bid opening.

- BCDA now invites bids for the **Procurement of Manpower Services for General Support and Janitorial Services for BCDA under a Three (3)-Year Service Contract**. Delivery of the Goods and Services is required for the first one (1) year of the Contract which may be renewed every year thereafter, at the option of BCDA and subject to a satisfactory result of the performance evaluation up to a maximum period of Three (3) Years. Bidders should have completed, within 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 Twenty-Five Percent (25%) of the ABC.

The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

- Bidding shall be conducted through competitive bidding procedure using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations

(RIRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

4. Bidding is limited to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Prospective Bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below during business hours from **8:00 AM – 5:00 PM** and/or at the BCDA website (<https://bcda.gov.ph/bids>).

5. A complete set of Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, starting **19 April 2023 to 08 May 2023 from 8:00 AM to 5:00 PM** except Saturdays, Sundays and Holidays, and until **9:00 AM on 08 May 2023 (Monday)**, upon payment of an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB, as follows:

The cost of the bidding documents is **Php25,000.00 (non-refundable)**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in cash, manager’s check or via online fund transfer to BCDA Account*.

The Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA (www.bcda.gov.ph). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. The BCDA will hold a Pre-Bid Conference on **26 April 2023 (Wednesday) at 1:00 PM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City via face to face or video conferencing, which shall be open to prospective bidders. To be able to **join the online pre-bid conference**, a written request shall be made/e-mailed to the BAC-G Secretariat by the prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City on or before **9:00 AM, 08 May 2023 (Monday)**. **Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **08 May 2023 (Monday) at 10:00 AM** in the given address. Bids will be opened in the presence of the Bidders’ representatives who choose to attend. Late bids shall not be accepted.

10. The Pre-bid Conference and the Opening of Bids are hybrid events. Prospective bidders may choose to attend online via zoom or in person at the BTC Office.

For those attending in person, the following guidelines must be followed:

- Attendees to the Pre-bid Conference and Opening of Bids will be required 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.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
12. BCDA reserves the right to accept or reject any bid, to annul or cancel the bidding process, to declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BAC for Goods Secretariat
(02) 8575-1700
bacgsecretariat@bcda.gov.ph

Issuance Date of Bidding Documents: **19 April 2023.**

BIDS AND AWARDS COMMITTEE FOR GOODS

By:


RICHARD BRIAN M. CEPE
Chairman

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, BCDA wishes to receive Bids for the *Manpower Services for General Support and Janitorial Services for BCDA under a three-year service contract* as described in the Technical Specification herein the bidding documents (hereinafter referred to as the “Goods”), as described in Section VII. Technical Specification.

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for the Manpower Services for General Support and Janitorial Services for BCDA under a three-year service contract in the amount of **Twenty Seven Million Eight Hundred Seventy-Four Thousand Nine Hundred Thirty Nine Pesos and 20/100 Only (Php27,874,939.20)**, inclusive of government taxes and fees.
- 2.2. The source of funding is the BCDA 2023 Corporate Operating Budget and 2023 General Appropriations Act.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2.
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC 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 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.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on *26 April 2023* at *1:00 PM* at the *BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center 31st Street corner 2nd Avenue, Bonifacio Global City Taguig City* and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within 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 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.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to

Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and Bid Security shall be valid until one hundred twenty (120) calendar days from the deadline of submission of bid date. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items, that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and

paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="text-align: center;"><i>Manpower Services for General Support and Janitorial Services under a service contract.</i></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 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>								
7.1	Subcontracting is not allowed.								
12	The price of other (incidental) services, if any, as listed in Section VII (Technical Specifications) .								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than Php557,498.78 which is <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than Php1,393,746.96 which is <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p>								
19.3	<p>Any Bids received in excess of the ABC shall not be accepted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>APP Code</i></th> <th style="text-align: center;"><i>Description</i></th> <th style="text-align: center;"><i>Qty</i></th> <th style="text-align: center;"><i>ABC</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">BG2023-084 BG 2023-226</td> <td>Manpower Services for General Support and Janitorial Services for the BCDA</td> <td style="text-align: center;">83</td> <td style="text-align: right;">27,874,939.20</td> </tr> </tbody> </table> <p style="text-align: center;">*inclusive of VAT and all other applicable government taxes, fees, and charges.</p> <p style="text-align: center;">Bids received in excess of the ABC shall be automatically rejected at bid opening.</p>	<i>APP Code</i>	<i>Description</i>	<i>Qty</i>	<i>ABC</i>	BG2023-084 BG 2023-226	Manpower Services for General Support and Janitorial Services for the BCDA	83	27,874,939.20
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BG2023-084 BG 2023-226	Manpower Services for General Support and Janitorial Services for the BCDA	83	27,874,939.20						
21.2	<p>a. Blacklisted consultants or service providers shall not be allowed to participate in the bidding.</p> <p>b. Bidders should have completed, within 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</p>								

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 "similar contracts" shall refer to contracts involving the provision of Manpower Services for General Support and Janitorial Services).

- c. The bidder's SLCC, similar to the contract to be bid, should have been completed within (5) years prior to the deadline for the submission and receipt of bids.
- d. The cost proposal shall be inclusive of all applicable taxes, fees and other charges relative to the bid.
- e. The bid price shall be written in words and figures in the prescribed form. In case of discrepancy between the words and figures, **the written in words shall prevail.**
- f. The bidding shall be conducted on the date, time, and location as published in the Invitation to Bid. The bid date will be schedule for one (1) day and the sequence of bidding will be as follows:
 - Opening of Eligibility and Technical Documents
 - Opening of Financial Bid
- g. The Contract for the *Manpower Services for General Support and Janitorial Services for BCDA* shall be awarded to the bidder who is declared as the "Lowest Calculated and Responsive Bid".
- h. In case of a tie, after the post qualification the provisions of the GPPB Circular 05-2005 (Tie Breaking Method) shall apply.
- i. In accordance with the GPPB Non-Policy Memorandum dated 03 November 2014 (Section 32.2.1(a) of the Revised Implementing Rules and Regulation of RA 9184), zero (0) bid in any item is considered non-compliant.
- j. A bid price higher than the specified ABC, shall automatically be disqualified.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be

conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

GCC Clause	
1	<p>Terms of Reference (TOR) or Technical Specification attached as Section VII</p> <p>Delivery and Documents</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are to be delivered in Taguig City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative is the Human Resource Management Department (HRMD).</p> <p>Incidental Services</p> <p>The Supplier is required to provide all services specified in Section VI.</p> <p>Schedule of Requirements, including additional services stated in TOR or Technical Specifications.</p> <ul style="list-style-type: none"> a. Site visit by a qualified /certified application engineer when needed, b. Quarterly site visit for maintenance. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
2	<p>Partial payment is not allowed.</p> <p>The BCDA hereby covenants to pay the Contractor in consideration of the execution and completion of the Manpower Services, the Contract Price or such other sum as may become payable under the provisions of this agreement at the times and in the manner prescribed by this Agreement.</p>

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.

Item Number	Description	Quantity	Delivered, Weeks/Months
Manpower Services for General Support and Janitorial Services			Within 30 calendar days from receipt of Notice to Proceed
1	Aircon Technician	1	
2	Utility Personnel	17	
3	Light Vehicle Driver	36	
4	Maintenance Crew	6	
5	Heavy Vehicle Driver	4	
6	Driver Mechanic	1	
7	Maintenance Supervisor	3	
8	Utility Supervisor	2	
9	Senior Mechanic	1	
10	Senior Premises and Transportation Supervisor	1	
11	Premises and Transportation Supervisor	3	
12	Senior Electrician	1	
SCRP			
1	Light Vehicle Driver	6	
2	Utility Personnel	1	

Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Section VII. Technical Specifications

Procurement of Manpower Services for General Support and Janitorial Services for BCDA under a Three-Year Service Contract			
ITEMS	TECHNICAL SPECIFICATIONS COMPLIANCE FORM	COMPLIANCE	
	<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification. 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 manpower requirements, 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 Bidder's 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 prosecution subject to the applicable laws and issuances.</p>		
General Support and Janitorial Services		COMPLIANT	NON COMPLIANT
	<p>Areas of Coverage/Place of Assignment</p> <p>BCDA corporate offices and facilities in Bonifacio Global City and Pamayanang Diego Silang in Taguig City</p> <p>BCDA corporate offices in One West Offices in Clark and field offices for New Clark City/SCTEX Projects in Pampanga and Tarlac</p> <p>BCDA staff houses in Clark, Pampanga</p> <p>Bataan Technology Park in Morong, Bataan</p>		
	<p>Duration of Contract</p> <p>The Contract shall be for a period of (1) one year, renewable for another year up to the third year depending on the performance rating of the Service Provider for provision of above mentioned service, effective 02 June 2023 to 01 June 2026, unless otherwise terminated pursuant to causes stated in the contract. After the said effectivity period the client shall evaluate the Service Provider work performance. The passing rate work performance is at least satisfactory for the renewal.</p> <p>Based on the unsatisfactory PEI, BCDA may pre-terminate the contract for failure of the Service Provider to perform its obligations in accordance with the Guidelines on Termination of Contracts (Annex I of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184).</p>		

<p>Upon the expiration of the three (3) year contract, BCDA may opt to extend the contract on a periodic month-to-month basis subject to the same terms and conditions stipulated in the approved contract; provided however that the Service Provider has rendered satisfactory performance and acceptance. Provided further that the said extension is in accordance with 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 Regulation of R.A No. 9184).</p>		
<p>Approved Budget of the Contract</p>		
<p>The Approved Budget for the Contract (ABC) for Manpower Services for General Support and Janitorial Services shall be Pesos: Twenty Seven Million Eight Hundred Seventy Four Thousand Nine Hundred Thirty Nine Pesos and 20/100 Only (Php27,874,939.20) for the first year only.</p>		
<p>All bid prices for the duration of one (1) year 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) Increases or decreases in the number of personnel during the term of the Contract, as deemed necessary which should be compliant with RA No. 9184 and its 2016 RIRR, certain issuances of oversight agencies and other agencies, such as, but not limited to, the Civil Service Commission (CSC), Department of Budget and Management (DBM), Commission on Audit (COA), among others</p>		
<p>Qualifications of the Bidders</p> <p>Qualified bidders must:</p> <p>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 general support and janitorial services.</p> <p>Be duly registered with the Department of Labor and Employment (DOLE);</p> <p>Be duly registered with the Bureau of Internal Revenue (BIR);</p> <p>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;</p>		

<p>Must be duly certified to ISO 9001:2015 Standard or its equivalent applicable to the service provider at the time of bidding process and throughout the contract duration;</p> <p>Be duly registered with PhilGEPS; and</p> <p>Be an active employer registered with the following agencies:</p> <ul style="list-style-type: none"> ● Social Security System (SSS); ● Home Development Mutual Fund (PagIBIG Fund); and ● Philippine Health Insurance Corporation (PhilHealth). 		
<p>Manpower Requirements:</p> <p>83 personnel to provide the following services:</p> <ul style="list-style-type: none"> ● Janitorial Services (with Housekeeping Plan) ● General Support Services ● Driving Services (Compliant with the BCDA Driver’s Manual) 		
<p>The number of manpower requirements and services shall increase or decrease at any point within the contract period at the discretion of BCDA.</p>		
<p>Working Days/Hours</p>		
<p>All personnel, except for the following, 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:</p> <ul style="list-style-type: none"> ● Aircon Technician- 26 Days ● Utility Personnel- 26 Days ● Skilled Maintenance Crew- 26 Days ● Maintenance Supervisor- 26 Days ● Utility Supervisor- 26 Days 		
<p>Only the actual number of workdays and man-hours services rendered shall be used for billing purposes.</p>		
<p>General Terms and Conditions</p>		
<p>The daily minimum wage rate as determined by the Regional Tripartite Wages Board and Productivity Board having jurisdiction over the area of operation shall be the benchmark for wages, where applicable.</p>		
<p>Services rendered out of regular working hours must be duly authorized by CLIENT to be rendered by the Service Provider personnel. As the case may be the Service Provider shall charge the CLIENT with overtime premium, night differential and holiday pay, whenever is applicable.</p> <p>Guidelines and procedures for the processing/billing of overtime pay shall be in accordance with existing rules and regulations of the CLIENT,</p>		

subject to applicable labor laws, and accounting and auditing rules and regulations.		
The Service Provider shall provide its personnel with compensation and benefits compliant with existing labor laws, including the necessary social security and other benefits mandated by law in addition to the direct compensation as payment of their services.		
The Service Provider 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 Service Provider shall acknowledge the right of BCDA to conduct payroll audit at any given time during the contract period.		
The Service Provider 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.		
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.		
The Service Provider must ensure that the workers to be deployed to BCDA are issued a fit to work certificate by a licensed medical practitioner. In addition the service provider must conduct an annual physical examination for its personnel deployed in BCDA at their own cost.		
The Service Provider must assign a Liaison Officer at their own cost to report at least two (2) times a week at the BCDA offices in BGC, Taguig and Onewest, Clarkfield, Pampanga.		
The Service Provider must include Gender Sensitivity Training and Basic Occupational Standard and Health Training to their employees who will be assigned to BCDA within six (6) months from the effectivity of service contract.		
The Service Provider shall issue a payslip to every payday detailing the salaries received and all deductions due to each personnel.		
The Service Provider, 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 bodies. Relative thereto, the Service Provider shall be required to apply for the renewal of its Certificate of Registration thirty (30) days before the expiration of its registration with DOLE if said registration will expire within the contract period. It shall submit to BCDA a certification from the DOLE that its application is in process.		

	<p>The Service Provider shall, at its own expense, provide the minimum tools, equipment, supplies and materials which shall be properly accounted for by the service provider and monitored by BCDA. Should the industry require higher standards or if the service contract requires such tools, equipment, supplies and materials to ensure better performance, the Service Provider shall abide by such requirements.</p>		
	<p>The Service Provider shall assume full responsibility in all cases including accident, injury or illness incurred in the performance of duty, for any claim that its personnel may make by reason of their employment.</p>		
	<p>In case of 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>The Service Provider shall maintain cleanliness of the storage place to be provided by BCDA for its equipment and other cleaning materials of the Service Provider and in no instance shall said space be used for any purpose other than that for which it is intended.</p>		
	<p>The Service Provider shall ensure that, in case of absences of its personnel, relievers and/or replacements with the same qualifications and/or competence as required by BCDA are available at all times to ensure continuous and uninterrupted service.</p>		
	<p>BCDA shall inform the Service Provider 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 Service Provider shall cause the replacement of the subject personnel at any time if he/she has been found guilty of such. BCDA may request the Service Provider to assign/deploy such additional number of personnel as may be necessary or warranted.</p>		
	<p>The Service Provider 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, including the provision of appropriate training interventions (e.g. sanitation / cleaning essentials training, housekeeping work standards, health and safety awareness, maintaining proper personal hygiene / grooming, etc.). However, the Service Provider may hire the present personnel performing manpower services for BCDA.</p>		
	<p>The Service Provider shall answer for and indemnify BCDA for the cost of any damage to or loss of BCDA's property which is due or sustained through the fault or negligence of its personnel.</p>		
	<p>The Service Provider personnel shall abide by BCDA's policies, rules and regulations.</p>		

	The Service Provider personnel shall submit themselves to all security and safety protocols of BCDA.		
	The Service Provider shall not charge BCDA with administrative fee for any non-regular/non statutory benefits that may be granted to its personnel, whether in monetary or non-monetary form.		
	The Service Provider shall provide a dedicated representative/coordinator who shall be on-call to address all concerns regarding the deployment of its personnel to BCDA.		
	The Service Provider 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 Service Provider and its personnel shall remain effective even beyond the termination of the Service Agreement, within reason and as provided for by law.		
	Nothing herein shall be construed as establishing an employer-employee relationship between BCDA and the Service Provider and the latter's employees who will be assigned to BCDA. The Service Provider shall at all times be personally and directly responsible for the personnel under its employ. Accordingly, the Service Provider shall be solely responsible for compliance with existing laws, rules and regulations governing employer-employee relationship and payment of employees' compensation, benefits and other remunerations mandated by law, including all other consequences of such relationship.		
	The Service Provider shall provide, at its own expense, two sets of uniforms for its personnel assigned to BCDA.		
	Performance of the Service Provider shall be subject to an appraisal system to be administered semesterly 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.		
	The procurement for manpower services must be consistent with RA 9184 and its IRR.		
	Billings		
	<p>Billings shall be submitted semi-monthly within seven (7) days from cut-off date. The cut-off date shall be as follows:</p> <ul style="list-style-type: none"> ● Every 5th day of the succeeding month; and ● Every 20th day of the month. 		

	Billings shall be based on the actual number of days worked during the billing period and shall include legal holidays with corresponding items of payments.		
	Except for justifiable reasons, billing shall be paid within fifteen (15) working days from date of receipt by BCDA provided that all documentary requirements are complete		
	BCDA has the right to make the necessary deductions from the claims of the Service Provider and/or the bond posted by the Service Provider for the purpose by reason of non-payment or refusal by the Service Provider to pay the salaries, allowances and other dues to the service personnel on time at prescribed rates provided herein and in pertinent laws.		
	Contributions to Pertinent Agencies		
	The Service Provider shall submit on a monthly basis certified true copies of proofs of payment/remittance of all its obligations under the provisions of the SSS Law, Employees Compensation Act, PhilHealth, PagIBIG Fund, and other pertinent statutes presently in force and effect.		
	ATM Services		
	The Service Provider shall make arrangements with any reputable Philippine commercial bank to provide Automated Time Machine (ATM) services to its personnel through which payment of the personnel's wages shall be coursed through		
	Cost Components (Monthly)		
	There are four (4) major components of the bid price:		
	1) Direct Labor Cost, which includes the following: <ul style="list-style-type: none"> ● Basic Pay for eight (8) hours work per day; ● Monthly COLA; ● Five-day Incentive Leave Pay; and ● 13th Month Pay. 		
	2) Remittances/Contributions to Government Institutions using 2021 rates: <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. 		
	3) Administrative Cost (supplies and Materials): <ul style="list-style-type: none"> ● Include Cost for use of equipment, supplies, materials and other services. 		
	4) Taxes and allowance for profit: <ul style="list-style-type: none"> ● 12% E-VAT as mandated by law or the applicable tax rate in accordance with law; and ● Administrative fee of not less than ten percent (10%) of the total contract cost allowed under Section 11 (b).ii of DOLE Department Order No. 174, s. 2017. 		

Scope of Work/Schedule of Requirements/Monthly Basic Salary

Qualifications per position:

1	<p>AIRCON TECHNICIAN Education: High School Graduate or completion of relevant vocational/trade course Experience: Two (2) years of relevant experience or possessing appropriate competency/skills mastery Training: None required Others: With corresponding license/certification for skilled jobs Salary: 18,148.00</p>		
2	<p>UTILITY PERSONNEL Must be able to read and write Experience: One (1) year of relevant experience Training: None required Salary: 15,132.00</p>		
3	<p>LIGHT VEHICLE DRIVER Education: Elementary School Graduate Experience: Two (2) years of relevant experience Training: None required Others: Holder of Professional LTO issued Driver's License with appropriate restriction Salary: 14,630.00</p>		
4	<p>MAINTENANCE CREW Education: Elementary School Graduate Experience: One (1) year of relevant experience Training: None required Others: Holder of appropriate TESDA certification Salary: 17,290.00</p>		
5	<p>HEAVY VEHICLE DRIVER Education: Elementary School Graduate Experience: Two (2) years of relevant experience Training: None required Others: Holder of Professional LTO issued Driver's License with appropriate restriction Salary: 15,356.00</p>		
6	<p>DRIVER MECHANIC Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: One (1) year of relevant experience Training: None required Others: Holder of Professional LTO issued Driver's License with appropriate restriction Salary: 15,356.00</p>		
7	<p>MAINTENANCE SUPERVISOR Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: One (1) year of relevant experience Training: None required Salary: 18,148.00</p>		
8	<p>UTILITY SUPERVISOR Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: One (1) year of relevant experience Training: None required</p>		

	Salary: 18,148.00		
9	SENIOR MECHANIC Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: Two (2) year of relevant experience Training: Eight (8) hours of relevant training Others: Holder of Professional LTO issued Driver's License with appropriate restriction Salary: 19,272.00		
10	SENIOR PREMISES AND TRANSPORTATION SUPERVISOR Education: Bachelor's degree Experience: One (1) year of relevant experience Training: Four (4) hours of relevant training Salary: 25,058.00		
11	PREMISES AND TRANSPORTATION SUPERVISOR Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: Six (6) months of relevant experience Training: Fourt (4) hours of relevant training Salary: 19,272.00		
12	SENIOR ELECTRICIAN Education: Senior High School Graduate or completion of relevant vocational/trade course Experience: Two (2) years of relevant experience Training: Eight (8) hours of relevant training Others: (-250 Volts) Salary: 19,272.00		
	SCRIP		
1	Light Vehicle Driver Education: High School Graduate Experience: Two (2) years of relevant experience Training: None required Others: With corresponding LTO license conditions for Driver		
2	Utility Personnel Education: Elementary School Graduate Experience: One (1) year of relevant experience Training: None required		

List and corresponding prices of supplies, tools and equipment

Supplies	Quantity	Compliance	Non Compliance
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, Model: TD40 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		
Dishwashing Liquid	28 liter		
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 pack		
Trash Bag (XL) * 100/pack	50 pack		
Trash bag (Med) * 100/pack	10 pack		
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 box		
Polishing Pad Holder (16 in w/bracket)	6 pcs.		
Polishing Brush (Abrasive, round)	2 pcs.		

	Posting of Bond		
	The Service Provider 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 Service Provider fail to pay the same.		
	Performance Security		
	<p>Prior to the signing of the Contract/Service Agreement, the Service Provider 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:</p> <ul style="list-style-type: none"> • Cash or cashier's/manager's check issued by a Universal or Commercial Bank. Five percent (5%); • 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 • 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%). 		
	Liquidated Damages		
	<p>In accordance with RA 9184 and its Revised IRR, the amount of liquidated damages, which shall answer for the breach of the Service Provider, shall be at least equal to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion of the Contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Total Contract Price, BCDA may automatically rescind/terminate the Contract, without prejudice to other remedies it may have under the Contract and existing laws.</p> <p>The amount of liquidated damages shall be deducted from any money due or which may become due to the Service Provider, or collected from any securities or warranties posted by the Service Provider, whichever is convenient to the BCDA.</p>		
	Qualification, Bid Evaluation, Awarding and Other Conditions		
	<p>Eligibility and Declaration of Winning Bidder</p> <ul style="list-style-type: none"> • 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. • 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. 		

	<ul style="list-style-type: none"> • The eligible proponent with the Lowest Calculated Bid / Single Calculated Bid (i.e., has complied with all technical specifications and has submitted the lowest price) shall undergo the post-qualification process. • After passing the post-qualification process, the proponent with the Lowest Calculated Bid (LCB)/ Single Calculated Bid (SCB) shall be declared as the proponent with the Lowest Calculated and Responsive Bid (LCRB)/ Single Calculated and Responsive Bid (SCRB) and shall thereafter be declared as the winning bidder. <p>Resolution of Cases Involving a Tie among Bidders</p> <ul style="list-style-type: none"> • In the event of a tie among bidders after the Bid Opening, 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. • 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. 		
	<p>Other Conditions Regarding Evaluation</p>		
	<p>Technical Oral Presentation at the Bid Opening Date regarding the Company's Profile.</p>		
	<p>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.</p> <p>BCDA reserves the right to reject the proposal of any bidder who:</p> <ul style="list-style-type: none"> • does not offer the required services as provided for in this Terms of Reference; • is discovered to have suppressed, disclosed or falsified information; or • failed to satisfactorily perform/complete any contract previously taken. <p>BCDA reserves the right to review other relevant information affecting the proponent or the proposal or the qualifications of a bidder at any stage of the procurement if BCDA has reasonable grounds to believe that a misrepresentation has been made by the said bidder, or that there has been a change in the bidder's capability to undertake the project from the time it submitted its eligibility requirements. 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.</p> <p>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</p>		

	may be, and the application of other sanctions and remedies provided by law.		
	Immediate Provision of Services/Manpower Personnel		
	The winning bidder shall commit to provide the services required starting 02 June 2023 pending finalization and execution of the contract		
	<p>Contract Signing</p> <p>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).</p>		

Bidder's Authorized Representative:

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (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; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The Supplier’s audited financial statements for 2021 or 2022, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (h) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (j) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (l) Original of duly signed and accomplished Financial Bid Form; **and**
- (m) Original of duly signed and accomplished Price Schedule(s)

Section IX.

Bidding Forms

Bid Form

Date: _____

Invitation to Bid No.(reference no.): _____

To: BASES CONVERSION AND DEVELOPMENT AUTHORITY
2nd Floor Bonifacio Technology Center
31st St., Cor. 2nd Ave., Bonifacio Global City
Taguig City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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 pursuant to the

PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if the bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page
 ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price exw per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x(col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of:

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. *[Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;***
4. *Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;*
5. *[Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;*
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Department or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder] complies with existing labor laws and standards; and*
8. *[Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:*
 - a. *Carefully examining all of the Bidding Documents;*
 - b. *Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;*
 - c. *Making an estimate of the facilities available and needed for the contract to be bid, if any; and*
 - d. *Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].*

9. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.(reference no.): *[Insert number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE] [Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Sample Forms: Goods and Services for Ongoing and Completed Contracts

SF-G&S-19A

Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

Business Name : _____
 Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1.							
2.							
Private Contracts:							
1.							
2.							
Total Amount:							

*Continue in a separate sheet if necessary..

Submitted by : _____
 Signature over Printed Name of Authorized Representative

Date : _____

Note:

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).]

**Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid**

Business Name : _____
 Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : _____
 Signature over Printed Name of Authorized Representative

Date : _____

Note:

This statement shall be supported by ANY of the following:

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
 NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

$K = 15$

Submitted by:

 Name of Supplier / Distributor / Manufacturer

 Signature of Authorized Representative
 Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Section X.

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

SCHEDULE OF BIDDING ACTIVITIES

No.	ACTIVITIES	DATE/SCHEDULE
1	Pre-procurement Conference	14 April 2023
2	Posting / Publication (BCDA Website, PhilGEPS, BCDA Premises & Newspaper)	19 April 2023
3	Issuance of Bid Documents	19 April 2023 - 10 May 2023
4	Pre-Bid Conference	1:00 PM, 26 April 2023
5	Deadline for Request for Clarification, if any	28 April 2023
6	Issuance of Bid Bulletin, if any	29 April 2023
7	Deadline for Submission of the ff: Eligibility Requirements, Technical Proposals, and Financial Proposal	9:00 AM, 08 May 2023
8	Opening of the ff: Eligibility Requirements, Technical Proposals, and Financial Proposal	10:00 AM, 08 May 2023
9	Bid Evaluation (TWG 's detailed evaluation of the submitted bids)	9-15 May 2023
10	Presentation of detailed bid evaluation	1:00 PM, 15 May 2023
11	Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification	15 May 2023
12	Post Qualification on the Bidder with LCB or succeeding LCB (if any)	16-23 May 2023
13	Deliberation by BAC of the Results of Post qualification	24 May 2023
14	Issuance of BAC's Recommendation (based on the Results of Post-Qual)	On or before 26 May 2023
15	Approval of BAC Resolution and Issuance of Notice of Award*	On or before 29 May 2023
16	Issuance of Notice to Proceed and Contract Signing	On or before 31 May 2023

**Subject to change*



COST STRUCTURE FOR EACH POSITION

POSITION TITLE	AIRCON TECHNICIAN	UTILITY PERSONNEL	LIGHT VEHICLE DRIVER	SKILLED MAINTENANCE CREW	HEAVY VEHICLE DRIVER	DRIVER MECHANIC	MAINTENANCE SUPERVISOR	UTILITY SUPERVISOR	SENIOR MECHANIC	SENIOR PREMISES AND TRANSPORTATION SUPERVISOR	PREMISES AND TRANSPORTATION SUPERVISOR	SENIOR ELECTRICIAN
JOB LEVEL	3	1	2	2	3	3	3	3	4	5	4	4
NUMBER OF WORKING DAYS IN A MONTH	26	26	22	26	22	22	26	26	22	22	22	22
DAILY RATE	P 698.00	P 582.00	P 665.00	P 665.00	P 698.00	P 698.00	P 698.00	P 698.00	P 876.00	P 1,139.00	P 876.00	P 876.00
DIRECT LABOR COST												
Monthly Basic Pay	18,148.00	15,132.00	14,630.00	17,290.00	15,356.00	15,356.00	18,148.00	18,148.00	19,272.00	25,058.00	19,272.00	19,272.00
Monthly COLA	-	-	-	-	-	-	-	-	-	-	-	-
5 Day Incentive Pay	290.83	242.50	277.08	277.08	290.83	290.83	290.83	290.83	365.00	474.58	365.00	365.00
13th Month Pay	1,512.33	1,261.00	1,219.17	1,440.83	1,279.67	1,279.67	1,512.33	1,512.33	1,606.00	2,088.17	1,606.00	1,606.00
A TOTAL DIRECT LABOR COST	19,951.16	16,635.50	16,126.25	19,007.91	16,926.50	16,926.50	19,951.16	19,951.16	21,243.00	27,620.75	21,243.00	21,243.00
	19,951.16	282,803.50	580,545.00	114,047.46	67,706.00	16,926.50	59,853.48	39,902.32	21,243.00	27,620.75	63,729.00	21,243.00
DUE TO GOVERNMENT												
SSS Employer Share	1,757.50	1,472.50	1,425.00	1,662.50	1,472.50	1,472.50	1,757.50	1,757.50	1,852.50	2,422.50	1,852.50	1,852.50
Philhealth Employer Share	408.33	340.47	329.18	389.03	345.51	345.51	408.33	408.33	433.62	563.81	433.62	433.62
Employee Compensation	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Pag-IBIG Employer Share	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
B TOTAL DUE TO GOVERNMENT	2,295.83	1,942.97	1,884.18	2,181.53	1,948.01	1,948.01	2,295.83	2,295.83	2,416.12	3,116.31	2,416.12	2,416.12
	2,295.83	33,030.49	67,830.48	13,089.18	7,792.04	1,948.01	6,887.49	4,591.66	2,416.12	3,116.31	7,248.36	2,416.12
C TOTAL LABOR COST PER HEAD PER MONTH	22,246.99	18,578.47	18,010.43	21,189.44	18,874.51	18,874.51	22,246.99	22,246.99	23,659.12	30,737.06	23,659.12	23,659.12
D MULTIPLIED BY NUMBER OF PERSONNEL	1	17	36	6	4	1	3	2	1	1	3	1
E TOTAL LABOR COST PER MONTH	22,246.99	315,833.99	648,375.48	127,136.64	75,498.04	18,874.51	66,740.97	44,493.98	23,659.12	30,737.06	70,977.36	23,659.12
F ADMINISTRATIVE COST (Supplies & Materials) (for Skilled Personnel 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 MONTH PER POSITION												
I TOTAL CONTRACT PRICE PER MONTH												
J TOTAL CONTRACT PRICE PER YEAR												
K CONTRACT PRICE PER MONTH PER EMPLOYEE												

note: Premiums for SSS, PhilHealth, ECC, and Pag-IBIG were based on the latest government issuances.

COST STRUCTURE FOR EACH POSITION

POSITION TITLE	<i>Light Vehicle Driver (SCRP)</i>	<i>Utility Personnel (SCRP)</i>
JOB LEVEL	2	1
NUMBER OF WORKING DAYS IN A MONTH	22	26
DAILY RATE	P 665.00	P 582.00
DIRECT LABOR COST		
Monthly Basic Pay	14,630.00	15,132.00
Monthly COLA	-	-
5 Day Incentive Pay	277.08	242.50
13th Month Pay	1,219.17	1,261.00
A TOTAL DIRECT LABOR COST	16,126.25	16,635.50
	96,757.50	16,635.50
DUE TO GOVERNMENT		
SSS Employer Share	1,425.00	1,472.50
Philhealth Employer Share	329.18	340.47
Employee Compensation	30.00	30.00
Pag-IBIG Employer Share	100.00	100.00
B TOTAL DUE TO GOVERNMENT	1,884.18	1,942.97
	11,305.08	1,942.97
C TOTAL LABOR COST PER HEAD PER MONTH	18,010.43	18,578.47
D MULTIPLIED BY NUMBER OF PERSONNEL	6	1
E TOTAL LABOR COST PER MONTH	108,062.58	18,578.47
F ADMINISTRATIVE COST (Supplies & Materials) (for Skilled Personnel 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 MONTH PER POSITION		
I TOTAL CONTRACT PRICE PER MONTH		
J TOTAL CONTRACT PRICE PER YEAR		
K CONTRACT PRICE PER MONTH PER EMPLOYEE		

note: Premiums for SSS, PhilHealth, ECC, and Pag-IBIG were based on the latest government issuance/s.