



July 19, 2022

#### **BID BULLETIN NO. 2**

# PROCUREMENT OF AGENCY SERVICES ON THE PROVISION OF PERSONNEL FOR THE NATIONAL DEVELOPMENT COMPANY

(PROJECT REFERENCE NO.: MR22-06-087)

This **Supplemental/Bid Bulletin No. 2** is being issued in relation to matters arising from queries of the prospective bidder during the Pre-Bid Conference conducted on July 15, 2022, and to modify and/or amend items in the Bidding Documents. This shall form an integral part of the bidding documents.

## I. Clarifications and Amendments:

ORIGINAL	AMENDED						
1. In item I. 11. b. Minimum	2. In item I. 11. b. Minimum						
Qualifications (Technical	Qualifications (Technical						
Specifications): page 50	Specifications): page 50						
- the amount of monthly fuel and maintenance costs of the motorized messenger is P 5,550.00.	<ul> <li>the amount of monthly fuel and maintenance costs of the motorized messenger is P 5,500.00</li> </ul>						

### II. Queries During the Pre-Bid Conference:

- Bidder's Question: If allowed to include the fuel and maintenance cost in their bid?
   Answer: Yes, the bidder is allowed to include the fuel and maintenance cost in their bid.
- 2. **Bidder's Question:** Where we can input the fuel and maintenance cost in the detailed financial bid?
  - Answer: Please see attached Annex A for the amended detailed financial bid
- 3. <u>Bidder's Question</u>: In Acquired Asset Officer IV and Safety Specialist (Radiation Protection Officer) when is the start of their contract?

  <u>Answer:</u> The start of their contract is the date of their assumption stated on the schedule of requirements (Section VI. Schedule of Requirements) page 31.
- 4. <u>Bidder's Question:</u> How many USB do we submit in the opening of bids?

  Answer: You need to submit two (2) USB, one (1) is for a scanned copy in pdf format of technical and financial documents, and the other USB containing the soft copy of the Detailed Financial Bid in **Microsoft Excel** format showing the formula used in the computation of the costs. The files are all password-protected and the USB should be enclosed in their respective envelope.



Activities	Date / Time / Location	Zoom Link
*Submission and Receipt of Bids	July 27, 2022 *(1:00 P.M.)	Meeting ID: 816 3339 8368 Passcode: 148229
(includes **Opening of Bids and Eligibility	7 <sup>th</sup> Floor, NDC Building **(2:00 P.M.)	
Check)	ABB Hall Penthouse, NDC Building	

For further inquiries, you may coordinate with our Bids and Awards Committee Secretariat at 8840-4838 and 0995-138-0595.

This **BID BULLETIN No. 2** is issued this 19<sup>th</sup> day of July 2022 for the guidance and information of all concerned.

AGM SATURNINO H. MEJIA Chairperson

Bids and Awards Committee

# Detailed Financial Bid for the Procurement of Agency Services for the Provision of Personnel for the National Development Company

Particulars	Acquired Assets Officer IV (AMG)	Safety Specialist (Radiation Protection Officer)	Administrativ e Officer I (GS Staff Maintenance)	Executive Assistant I	Acquired Assets Officer I (AMG)	Administrativ e Assistant VI (HR)	Engineer I (Building Maintenance	Secretary III (FAD, OGM, Legal)	Administrati ve Services Assistant II (Admin)	Clerk IV (BAC Secretariat Staff)	Messenger (Motorized	Clerk IV (Encoder - Accountin g)	Administ rative Aide V (Chauffer I)
Minimum Monthly Rate	48,764.40	40,637.00	19,000.00	27,755.00	22,000.00	22,000.00	23,000.00	19,233.00	19,233.00	18,000.00	12,397.50	16,758.00	14,007.00
No. of Applicable Workdays/Year 261 days for Monday to Friday	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri
40 Hours of service a week No. of Hours of Daily Duty	8	8	8	8	8	8	8	8	8	8	8	8	8
Amount Payable to the Personnel / Month													
(a) Basic Pay													

(b) Vacation/Sick Leave Benefits								
(c) 13th Month Pay								
(d) SUBTOTAL								
Amount Due to the Gov't. in favor of the Personnel / Month								
(e) Pag-IBIG Contribution								
(f) SSS Contribution								
(g) PhilHealth Premium								
(h) ECC	7 7 2 3		1 5				2 /3 -3	
(i) SUBTOTAL							.41	
(j) TOTAL (d) + (i)								
(k) Administrative Cost (not lower than 10% per DO18-A)								
(l) TOTAL MONTHLY COST								

BEFORE VAT (k) + (j)			1										
(m) Add: Value Added Tax - 12%													
(n) TOTAL MONTHLY COST PER PERSONNEL (l) + (m)													
o OTHERS: -gasoline and maintenance cost													
(p) NO. OF PERSONNEL (24)	1	1	1	1	1	1	1	3	2	1	1	1	9
(q) TOTAL MONTHLY COST PER NO. OF PERSONNEL (n)+(o) x (p)													
(r) ANNUAL COST (q) x 12 months													

(Php
(AMOUNT IN WORDS)
Submitted by:
(Company Name)
(Name and Signature of Bidder / Authorized Representative)
(Designation)