



**Republic of the Philippines**  
**Department of Finance**  
**PRIVATIZATION AND MANAGEMENT OFFICE**

PMO Bids and Awards Committee

Provision of Outsourced Personnel for CY2022  
 (Building Administrator, Clerk, Housekeeping, Driver/Messenger, and Messenger)

PMO-01-2022

Approved Budget for the Contract (ABC) = Php 10,500,000.00

**Supplemental/Bid Bulletin No. 1**

This Supplemental/Bid Bulletin No. 1 is being issued to amend, modify, and/or clarify the provisions in the Bidding Documents, as follows:

**A. REQUEST FOR CLARIFICATIONS**

In response to the request for clarification by a prospective bidder received by the BAC Secretariat through email on November 5, 2021, such as:

CLARIFICATIONS	RESPONSE
a. Re Statement of All On-Going Govt. and Private Contracts. And SLCC forms: <i>Can a bidder submit a copy of the signed Service Agreement only? Most of the private clients/accounts don't usually issue NOA and NTP.</i>	For On-going Private Contracts, certified copy of the signed Service Agreement and/or Contract shall be submitted as supporting document.
2. Please confirm the basis of computation for Price Schedule: a. <i>Gross Salary for all positions- NCR Minimum Wage Order No. 22, P 537.00 per day</i>	Required minimum daily wage payable directly to workers are as follows: a.1 Housekeeping           Php 537.00 a.2 Messenger                Php 537.00 a.3 Driver/Messenger        Php 627.91 a.4 Clerk II                    Php 722.65 a.5 Clerk III                    Php 837.21 a.6 Clerk IV                    Php 930.23 a.7 Building Administrator    Php 2,093.02
b. <i>Use of SSS Circular No. 2020-033-B</i>	Yes.
c. <i>Use of Philhealth Circular No. 2020-000, which is 4% Premium Rate for the year 2022</i>	Basis of computation for this purpose is the existing rate of 3% pursuant to the attached official statement issued by Philhealth dated January 05, 2021.  In case of premium adjustment, Section 3 of the TOR provides that for any mandated wage increase applicable to the personnel assigned to PMO, the same shall be paid by PMO subject to availability of

	funds and existing government accounting and auditing rules and regulations.
<p>d. Based on the TOR/ITB, 6 working days will be computed at 23.83. However, as per National Wages and Productivity Commission, 6 working days is computed at 313 days or <b>26.08</b></p>	<p>Section 9 (c) and (d) of the Rules Implementing Wage Order No. NCR-21 effective October 5, 2017, provides that:</p> <p>a. For those who do not work and are not considered paid on Sundays or rest days:</p> <p>Total No. of days per year = 310 No. of days per month = <b>25.83</b> (This will be used for the computation of salary of Housekeeping personnel.)</p> <p>b. For those who do not work and are not considered paid on Saturdays and Sundays or rest days:</p> <p>Total No. of days per year = 258 No. of days per month = <b>21.5</b> (This will be used for the computation of salaries of Messenger, Driver/Messenger, Clerks, and Building Administrator.)</p>
<p>3. Re issuance of uniforms: Kindly advise the actual design/ style of the required uniforms</p>	<p>The Service Provider is advised to provide their standard uniform design bearing their official logo.</p>
<p>4. Regarding SLCC: Does a similar contract refer to the particular positions indicated in the TOR/ BDS? Or contract for any Outsourced Manpower including other positions will suffice as SLCC?</p>	<p>The definition of contracts similar to the Project provided in the Bid Data Sheet under ITB Clause 5.3 shall be:</p> <p>a. Provision of outsourced personnel <b>e.g.</b>, Building Administrator, Clerk, Housekeeping, Driver/Messenger, and/or Messenger.</p> <p>b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.</p> <p>Based on the above definition, contract for <b>ANY</b> outsourced personnel services completed within two (2) years prior to the deadline for the submission and receipt of bids will suffice as SLCC.</p>
<p>5. Re requirement for prospective bidders: Does the manpower experience for the last 10 years, need to be specific only to the positions mentioned in the ITB, or can it be also in other contract engagements such as Sales, IFM, Admin, etc.?</p>	<p>Section 1.1 of Section VII. Technical Specifications provides that:</p> <p>"The SERVICE PROVIDER must be engaged in the provision of personnel services business <b>e.g.</b>, Building</p>

	<p>Administrator, Clerk, Housekeeping, Driver/Messenger, and Messenger, for the last ten (10) years prior to the submission of bids.”</p> <p>Engagement of the prospective bidder in the provision of personnel services business <b><u>need not be specific</u></b> to the positions provided above.</p>
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**B. AMENDMENT TO THE BIDDING DOCUMENTS**

<b>PORTION OF THE STANDARD BIDDING DOCUMENTS</b>	<b>PARTICULARS</b>
Item No. 10 of Section I. Invitation to Bid	<p>Include as additional provision, the following:</p> <p><b>“In the event two or more of the bidders have been post-qualified as Lowest Calculated and Responsive Bid (LCRB), the procuring entity shall use “draw lots” or similar methods of chance as tie-breaking method.”</b></p>
Annex “G” of Section IX. Bidding Forms	See attached revised Annex “G”

This Supplemental/Bid Bulletin shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For information and guidance of all concerned.

Issued this 8<sup>th</sup> day of November 2021.

  
**CESAR LUIS M. PARGAS**  
*PMO-BAC Chairperson*

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## OPISYAL NA PAHAYAG

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**A**ng Philippine Health Insurance Corporation ay kaisa ng Pangulong Rodrigo Duterte sa layunin niyang maibsan ang pasanin ng maraming Filipino na naapektuhan ng kasalukuyang pandemya. Bilang tugon sa kaniyang direktiba, ang PhilHealth ay patuloy pa ring mangongolekta ng kontribusyon mula sa Direct Contributors gamit ang 3 percent sa halip na 3.5 percent contribution rate; at P60,000 sa halip na P70,000 ceiling sa taong ito.

Ito ay ipapatupad hanggang sa ang Kongreso ay makapagpasa ng bagong batas na magpapahintulot na ipagpaliban ang nakatakdang premium adjustment sa ilalim ng Universal Health Care Act ng 2019. Sakaling walang maipasang bagong batas para rito ay ipagpapatuloy ng state health insurer ang nakatakdang premium rate at ceiling ayon na rin sa UHC law.

Batid ng PhilHealth ang malubhang sitwasyon na nakaapekto sa buhay ng marami at maging sa ekonomiya ng bansa. Dahil dito ay gagawin ng PhilHealth ang lahat ng magagawa nito upang makatulong na pagpapagaang ng kalagayan ng mga Filipino lalo na sa kanilang kapakanang pangkalusugan.

Ang PhilHealth na makikipagtulungan sa Mababang Kapulungan at sa Senado para sa pinakamabuting solusyon sang-ayon sa mga umiiral na batas.

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**(Sgd.) ATTY. DANTE A. GIERRAN, CPA**

President and Chief Executive Officer

January 5, 2021



PRIVATIZATION AND MANAGEMENT OFFICE  
 BREAKDOWN OF FINANCIAL PROPOSAL  
 PMO-01-2022: OUTSOURCED PERSONNEL FOR THE CALENDAR YEAR 2022

ANNEX "G"

	HOUSEKEEPING	MESSENGER	MESSENGER/DRIVER	CLERK II	CLERK III	CLERK IV	BUILDING ADMINISTRATOR
Minimum Rate	537.00	537.00	627.91	722.65	837.21	930.23	2,093.02
Number of Days	25.83	21.50	21.5	21.5	21.5	21.5	21.5
<b>REIMBURSABLE COST</b>							
<b>A. Payable Directly to Servicemen</b>							
1) Average Rate per Month (@25.833333 days)	13,872.50	11,545.50	13,500.00	15,537.00	18,000.00	20,000.00	45,000.00
2) 13th Month Pay (12 months)	1,156.04	962.13	1,125.00	1,294.75	1,500.00	1,666.67	3,750.00
3) 5 Days Incentive Pay (Rate x 5 days / 12 mos.)	223.75	223.75	261.63	301.10	348.84	387.60	872.09
<b>Sub-total</b>	15,252.29	12,731.38	14,886.63	17,132.85	19,848.84	22,054.26	49,622.09
<b>B. Payable to the Government Employee share</b>							
1 SSS Premium	1,190.00	1,020.00	1,190.00	1,360.00	1,572.50	1,742.50	2,125.00
2 Philhealth	208.09	173.18	202.50	233.06	270.00	300.00	675.00
3 E.C.C.	10.00	10.00	10.00	30.00	30.00	30.00	30.00
4 Pag-ibig Fund	100.00	100.00	100.00	100.00	100.00	100.00	100.00
<b>Sub-total</b>	1,508.09	1,303.18	1,502.50	1,723.06	1,972.50	2,172.50	2,930.00
<b>C. TOTAL REIMBURSABLE COST</b>	16,760.38	14,034.56	16,389.13	18,855.91	21,821.34	24,226.76	52,552.09
<b>D. Administrative Cost (minimum of 10%)</b>							
<b>E. Value Added Tax (VAT) 12%<math>\times</math>(C+D)</b>							
<b>Monthly Rate (C+D+E)</b>							
Number of Personnel	18	3	4	8	2	2	1
Contract Amount per Month	-	-	-	-	-	-	-
Contract Amount per Year	-	-	-	-	-	-	-