

BID BULLETIN NO. 1

**PROCUREMENT OF AGENCY SERVICES FOR THE PROVISION OF PERSONNEL FOR
THE NATIONAL DEVELOPMENT COMPANY (NDC)**

(PROJECT REFERENCE NO. MR25-02-026)

Please be advised of the following queries and clarifications raised during the Pre-Bid Conference held on April 2, 2025, and through the official email that we accept until April 4, 2025:

QUERIES	CLARIFICATION/AMENDMENT
The prospective bidder/s requested a clear and complete copy of the Detailed Financial Bid Form.	Please see the attached Annex "A" the revised Detailed Financial Bid Form. These items are included in the revised form.
No. of Personnel on the Detailed Financial Bid Form	✓ Revised no. of Personnel:
(o) NO. OF PERSONNEL (24)	(o) NO. OF PERSONNEL (32)
	✓ Schedule of the Motorized Messenger
Clarification of the No. of Personnel required for the project.	The required no. of personnel for the project is 32 .
Administrative Fee for the project	The bidder must use the prescribed minimum agency fee of 10%. All bids below 10% will be disqualified.
Schedule of the Motorized Messenger	The working days of the motorized messenger are Monday to Friday, and the no. of hours of daily duty is 8 hours.
Gasoline Fee for the Motorized Messenger	The gasoline fee is ₱ 5,550.00 .
Billing of the Gasoline Fee	The gasoline consumed for the month will be included in the monthly billing.
On Item 20 of the Bid Data Sheet (BDS), what is the required latest period for the Government Clearances?	The bidder must submit the latest and valid government clearances from the following agencies: a. Social Security System / ECC b. PhilHealth c. HDMF
On Item 21.1 of the BDS, in case the existing contractual employees are transitioned to the winning bidder, can the list of personnel with their complete qualifications and experience data be requested from NDC?	The information like a list of personnel with their complete qualifications and experience data of the existing contractual employees needed for the transition of the winning bidder will be provided by the end-user of the project.
Item 11 of the Special Conditions of the Contract (SCC), the prospective bidder/s query regarding on uniform that they will need to provide uniforms to the positions	The bidder/s shall provide a set of uniforms for the Driver Mechanic Personnel only.


other than Driver Mechanic Personnel?	
Item 12 of SCC, what is the exact coverage of the Comprehensive General Liabilities Insurance?	The exact coverage is damage to properties, injuries, and performance bond in the amount of ₱ 1, 000,000.00 for the contract.
Item VI of the Technical Specifications, what specific training must be conducted at least once a year?	Work attitude and values enhancement Seminars must be conducted at least once a year, this is aside from the usual onboarding orientation to the personnel.
Which items in the Schedule of Requirements must be submitted with supporting evidence as part of the bid? Other items are only applicable after contract award.	The bidder shall submit the following requirements specified in the Item VIII Technical Parameters of Section VII. Technical Specifications on the opening of the Technical and Eligibility Requirements.

Reminders:

- Bidders must also provide a soft copy of the Detailed Financial Bid in **Microsoft Excel** format showing the formula used in the computation of the costs.
- The **USB** containing the soft copy of the detailed financial bid should be enclosed in the financial envelope.
- The deadline of submission of the bid will be on April 14, 2025, at 10:00 a.m. (7th floor NDC clock) on the 7th floor NDC Building. **Late bids will not be accepted.**
- The Opening of Bids shall be on April 14, 2025, 11:00 a.m. at the ABB Hall, NDC Building.
- Complete eligibility documents shall bear tabs identifying/separating each of the required eligibility, technical, and financial documents.

For further inquiries, you may coordinate with our Bids and Awards Committee Secretariat at 8840-4838 loc. 224.

This **BID BULLETIN No. 1** is issued this 7th day of April 2025 for the guidance and information of all concerned.


AGM LEOPOLDO JOHN F. ACOT
 Chairperson
 Bids and Awards Committee

ANNEX "A"

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

[illegible]

[illegible]

(l) TOTAL MONTHLY COST BEFORE VAT (k) + (j)														
(m) Add: Value Added Tax - 12%														
(n) TOTAL MONTHLY COST PER PERSONNEL (l) + (m)														
(o) NO. OF PERSONNEL (32)	1	1	1	1	1	1	1	3	2	5	1	1	12	1
(p) TOTAL MONTHLY COST PER NO. OF PERSONNEL (o) x (n)														
(q) ANNUAL COST (p) x 12 months														

TOTAL : PESOS _____ . (Php _____)		
	(AMOUNT IN WORDS)	

NOTE:

1. Basic Pay per position (261 days/annum)
2. Employee wages and benefits must be in accordance with the Philippine Labor Laws and existing social insurance issuances (SSS, Pag-IBIG, PhilHealth, etc.)