



**PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING
BIDS AND AWARDS COMMITTEE**

SUPPLEMENTAL BID BULLETIN NO. 1

This Supplemental Bid Document No. 1 dated 6 December 2018, for the project **Procurement of Janitorial and Messengerial Services for NCCA** is issued to modify or amend the Bidding Documents. This shall form an integral part of the Bid Documents.

Please see the following updates:

ISSUE/ REFERENCE			AMENDMENT/ CHANGE/ CLARIFICATION				
Section VII. Technical Specifications Page 52							
Item No.	Description	Quantity	Item No.	Description	Quantity		
1.	All around skilled worker-electrical, carpentry & plumbing,	1	1.	All around skilled worker-electrical, carpentry & plumbing,	±		
	Maintenance Clerk	1		Maintenance Clerk	±		
	Total	13 pax		Total	11 pax		
Section VII. Technical Specifications Page 53							
3.	Description	Quantity	Delivery	3.	Description	Quantity	Delivery
	Motorcycle	2 units	Gasoline-per actual trip ticket/itinerary		Motorcycle	2 units	Transportation Expenses-per actual trip ticket/itinerary
Section VII. Technical Specifications Page 54							
MAINTENANCE CLERK			UTILITY/JANITORIAL/MAINTENANCE CREW:				
1. Performs documentation works; 2. Process payment of services of contractors; 3. Record and monitor contracts and payments made to contractors/service providers; 4. Maintains and updates list of tools and equipment maintained by the GSS; 5. Perform other services as may be required by the Building Administrator;			1. Report to designated areas on time; 2. Perform maintenance work in accordance with work instructions; 3. Report any necessary maintenance to the Building Administrator; 4. Attend to the needs of the scheduled meeting as required; 5. Coordinate with the Supervisor any incident within the work area for the information & or immediate action of the Building Administrator;				

Republic of the Philippines • Office of the President

NATIONAL COMMISSION FOR CULTURE AND THE ARTS

633 General Luna Street, Intramuros 1002 Manila / Tel. 527-2192 to 98 / Fax 527-2191 & 94 / e-mail: info@ncca.gov.ph / website: www.ncca.gov.ph



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<p>Section VII. Technical Specifications Page 54</p> <p>MESSENGERS- deliver letters and parcels within the designated areas; submit required reports on time;</p>	<p>Section VII. Technical Specifications Page 54</p> <p>MESSENGERS- deliver letters and parcels within the designated areas; submit required reports on time:</p> <ol style="list-style-type: none"> 1. <i>Deliver/Pick up documents-materials; letters and parcels;</i> 2. <i>Prepare accurate and timely report of documents received/delivered using the prescribed format;</i> 3. <i>Prepare travel documents used in the delivery/pick up of documents, etc.</i> 4. <i>Record/monitor and submit timely/accurate report on other actions taken- lost; returned; damaged; opened; not-delivered or other actions to the Records Officer;</i>
<p>Section VII. Technical Specifications Page 54</p> <p>I. QUALIFICATION OF PERSONNEL</p> <ol style="list-style-type: none"> _____ 1. He/She must be of good moral character and with no pending administrative or legal case; _____ 2. He/She must be physically and mentally fit to the job; _____ 3. Not more than 65 years of age; _____ 4. He/She must be able to provide licenses as maybe necessary (driver's license); _____ 5. He/She must present documents-proof of education, trainings and work experience that may be required by the CLIENT thru the CONTRACTOR; 	<p>Section VII. Technical Specifications Page 54</p> <p>I. QUALIFICATION OF PERSONNEL</p> <p><i>According to the 11.2 of the Transitory Provisions under the Amendment to the CSC-COA-DBM Joint Circular No. 1, s. 2017, the Contractor or Service Provider shall be able to hire the existing qualified Contract of Services or Job Order workers or those who meets the appropriate qualification/requirements.</i></p> <ol style="list-style-type: none"> _____ 1. He/She must be of good moral character and with no pending administrative or legal case; _____ 2. He/She must be physically and mentally fit to the job; _____ 3. Not more than 65 years of age; _____ 4. He/She must be able to provide licenses as maybe necessary (driver's license); _____ 5. He/She must present documents-proof of education, trainings and work experience that may be required by the CLIENT thru the CONTRACTOR;




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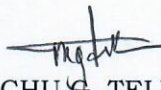
Checklist of Documents Page 76 Item - (b.ii) Technical Proposal (Conformity with technical specifications, as enumerated and specified in Section VII and Section VIII of the Bidding Documents)	**Should read as: (b.ii) Technical Proposal (Conformity with technical specifications, as enumerated and specified in Section VI and Section VII of the Bidding Documents)						
Estimated Computation of Budgetary Allocation for Janitorial & Messengerial Services- CY 2019 End Page (Last Page of the Bidding Document)	Estimated Computation of Budgetary Allocation for Janitorial & Messengerial Services- CY 2019 End Page (Last Page of the Bidding Document)						
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For further inquiries, you may coordinate with Mr. Gilbert Cuaresma, Bids and Awards Committee Secretary at Tel. No. 527-2192 loc. 221. Please be guided accordingly.

Prepared by:


GILBERT R. CUARESMA
Secretary, Bids and Awards Committee

Noted:


MARICHU G. TELLANO
Chairperson, Bids and Awards Committee