



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

SUPPLEMENTAL BID BULLETIN NO. 1

This Supplemental Bid Document No. 1 dated 5 December 2019, for the project **Procurement of Maintenance 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		Section VII. Technical Specifications Page 52	
TITLE OF PROJECT	ABC	TITLE OF PROJECT	ABC
Procurement of Security Services for NCCA	PHP 4,200,000.00	Procurement of Maintenance and Messengerial Services for NCCA	Four Million One Hundred Thousand Pesos only PHP 4,100,000.00 <i>*inclusive of all applicable taxes/charges</i>
Section VII. Technical Specifications Page 54-55		Section VII. Technical Specifications Page 54-55	
Description	Quantity	Delivery	
Provision of Handyman/Semi-skilled manpower - with direct coordination with the Building Administrator		January 1, 2020	
Electrician / Audio-visual Operator	1		
Will also be assigned to janitorial works in the Auditorium; Can also do / with basic knowledge on			
Description	Quantity	Delivery	
Provision of Handyman/Semi-skilled manpower - with direct coordination with the Building Administrator		January 1, 2020	
Electrician / Audio-visual Operator	1		
Will also be assigned to janitorial works in the Auditorium; Can also do / with basic knowledge on			



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



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

painting, tiling, glass, welding and other works. <i>See below for specific works.</i>			painting, tiling, glass, welding and other works. <i>See below for specific works.</i>		
Plumber —Will also be assigned to janitorial works in the Pump Room and Tanks; Can also do / with basic knowledge on painting, tiling, glass, welding and other works. See below for specific works.	1		Total	<u>1 pax</u>	
Carpenter —Will also be assigned to janitorial works in the Parking Area; Can also do / with basic knowledge on painting, tiling, glass, welding and other works. See below for specific works.	1				
Total	3 pax				
Section VII. Technical Specifications			Section VII. Technical Specifications <i>(Additional provisions/requirements)</i>		
			I. STANDARD SERVICES AND RESPONSIBILITIES		
			THE AGENCY		
			_____ 1. Coordinate with the Building Administrator or designated personnel;		
			_____ 2. Ensure that assigned personnel report to the assigned tasks and deliver the required services satisfactorily within		



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

	<p>agreed schedule and report any changes to the management; Evaluate and submit report to management on any problematic systems or facilities that maybe encountered in the course of maintenance serviced;</p> <p>_____ 3. Monitor submission of requests and usage of janitorial supplies and materials; Ensure equipment and tools allocated are in good order and condition;</p> <p>_____ 4. Provide immediate reliever prior to the scheduled leave/absence of personnel who may be on leave or in cases of emergency;</p> <p>_____ 5. Ensure the protection and security of office facilities and equipment in the course of maintenance services.</p> <p>_____ 6. Responsible for reporting losses/damages of property, which are due solely to the negligence of assigned personnel within Forty-Eight (48) hours from the time of occurrence;</p> <p>_____ 7. Responsible for evaluating claims for additional services, personal injury or damage caused by or to the maintenance personnel where such injury or damage arose out and in the performance of functions and duties.</p> <p>_____ 8. Retain and exercise the exclusive and absolute right to rotate, re-assign, suspend, lay-off, terminate and/or impose disciplinary measures, direct and control of the assigned personnel.</p> <p>_____ 9. Ensure that payment of premiums/contributions of assigned personnel to SSS, Pag-ibig and etc., including their wages/salaries in accordance with the labor laws are paid on time;</p> <p>_____ 10. Immediately provide service equipment or replacement of defective equipment before pulling it out for repair;</p> <p>HANDYMAN – attend to requests for repairs and perform regular maintenance/check-up on their specified area of work.</p> <p>1. Report to the Building Administrator; 2. Attend to and perform requests for repairs (reactive maintenance);</p>
--	---



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

	<ol style="list-style-type: none">3. Regularly do rounds of check-up to identify and prevent possible repairs/maintenance needs (preventive maintenance);4. Coordinate with the Building Administrator to identify improvement plans in their specified area of work;5. Keep an inventory of repairs and maintenance supplies ready for immediate needs;6. Be assigned to maintenance (specifically janitorial) works in the specified above areas;7. Operate the Audio-Visual equipment during events for the Electrician/Audio-Visual Operator;8. Operate building machineries: generator set, pumps, motors, FDAS, etc.;9. Attend and assist maintenance works for elevators, air-conditioning units, generator set, CCTV, FDAS, etc.;10. Conduct initial check-up for elevators, air-conditioning units, generator set, CCTV and coordinate with service contractors for repair works;11. Do necessary administrative works pertaining to their tasks, such as but not limited to prepare reports and requests, and route documents;12. Do other manual works (such as but not limited to painting, tiling, glass and welding works) as needed;13. Perform other tasks assigned by the Building Administrator such as but not limited to assist on meetings/events if the need arises and perform material canvassing/supplier search. <p>UTILITY/JANITORIAL CREW – perform daily janitorial works.</p> <ol style="list-style-type: none">1. Report to the Building Administrator through the Housekeeping Unit Head;2. Report to designated areas on time (see above);3. Perform maintenance work in accordance with work instructions which include works such as but not limited to cleaning works (dusting, wiping, sweeping, vacuuming, mopping, washing, polishing, clearing, etc.), replenishment of sanitary supplies (soap, tissue, garbage bag, etc.), disinfecting/deodorizing works, basic pest
--	--



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

	<p>control, and garbage collection and disposal in accordance to the Housekeeping Plan;</p> <ol style="list-style-type: none">4. Keep an inventory of janitorial supplies ready for immediate needs;5. Perform schedule cleaning (daily, weekly, monthly) and sanitation (monthly) as stated above;6. Report to the Building Administrator repair/maintenance works that they observed in their assigned area for immediate attention;7. Coordinate with the Building Administrator and Security Officer any incident within their work area immediately;8. Attend and assist to meetings/events which include hall preparation, food serving, packing-up/clean-up etc.;9. Do gardening works: maintenance and improvement;10. Assist on mass photocopying, book binding and other document preparation. Perform basic photocopy machine troubleshooting as the need arises;11. Do necessary administrative works pertaining to their tasks, such as but not limited to prepare reports and requests, and route documents;12. Perform other tasks assigned by the Building Administrator or the Secretariat (through the Housekeeping Unit Head) such as but not limited to lifting/transferring works. <p>MESSENGERS - deliver letters and parcels within the designated areas; submit required reports on time:</p> <ol style="list-style-type: none">1. Report to the Records Management Section Head;2. Deliver/Pick up documents-materials; letters and parcels;3. Prepare accurate and timely report of documents received/delivered using the prescribed format;4. Prepare travel documents used in the delivery/pick up of documents, etc.5. Record/monitor and submit timely/accurate report on other actions taken- lost; returned; damaged; opened; not-
--	--



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

	<p>delivered or other actions to the Records Officer;</p> <p>6. Exercise full confidentiality of documents received/delivered.</p> <p>II. QUALIFICATION OF PERSONNEL</p> <p>_____ 1. He/She must be of good moral character and with no pending administrative or legal case;</p> <p>_____ 2. He/She must be physically fit to the job;</p> <p>_____ 3. Not more than 65 years of age;</p> <p>_____ 4. He/She must present documents - proof of education, trainings and work experience that may be required by the CLIENT thru the CONTRACTOR;</p> <p>_____ 5. Preferably at least a high school graduate;</p> <p>_____ 6. He/She must have practiced the same profession for at least 2 years (Utility Crew and Messenger) and at least 3 years (Electrician / Audio-visual Operator);</p> <p>_____ 7. For handyman, he/she must have certificates required to practice such work (i.e. vocational diploma, trainings, seminars);</p> <p>_____ 8. For janitor/utility crew, he/she must have certificates of training such as but not limited to housekeeping, janitorial and event preparation;</p> <p>_____ 4. He/She must be able to provide licenses as maybe necessary (driver's license).</p>								
<p>Sample Template/ Matrix for the Requirements under Technical Specifications specific to "Qualification of Maintenance and Messengerial Staff"</p> <table border="1" data-bbox="220 1615 587 1688"> <tr> <th colspan="2">Clearance</th></tr> <tr> <td>NBI</td><td>PNP</td></tr> </table>	Clearance		NBI	PNP	<p>Sample Template/ Matrix for the Requirements under Technical Specifications specific to "Qualification of Maintenance and Messengerial Staff"</p> <table border="1" data-bbox="874 1615 1241 1688"> <tr> <th colspan="2">Clearance</th></tr> <tr> <td colspan="2">NBI</td></tr> </table>	Clearance		NBI	
Clearance									
NBI	PNP								
Clearance									
NBI									
	<p>For the detailed cost breakdown, please refer to Annex "A"</p>								



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

For further inquiries, you may coordinate with Mr. Gilbert Cuaresma, Bids and Awards Committee Secretary at Tel. No. 8527-2192 loc. 221. Please be guided accordingly.

Prepared by:

GILBERT R. CUARESMA
Acting Secretary, Bids and Awards Committee

Noted:

MARICHU G. TELLANO
Chairperson, Bids and Awards Committee

Annex "A"

NATIONAL COMMISSION FOR CULTURE AND THE ARTS MAINTENANCE AND MESSENGERIAL SERVICES 2020

No.	NCR DAILY WAGE RATE PhP 537.00	Formula	Those who are paid on the days they actually worked and unworked regular holidays	
a	No. of days per year		313	313
b	Rate per day		600.00	537.00
c	COLA/CPTA/ day			
d	Basic Pay	$(a \times b) \times 1/12$	15,650.00	14,006.75
e	13th month pay	$C \times 1/12$	1,304.17	1,167.23
f	ECOLA			
g	5 days incentive leave pay	$B \times 5 \times 1/12$	250.00	223.75
h	De Minimis Benefits		4,350.00	4,350.00
	Employer's mandatory contributions in favor of the employee			
i	SSS		1,160.00	1,120.00
j	PhilHealth		234.00	210.10
k	ECC**		10.00	10.00
l	Pag-ibig Fund		100.00	100.00
m	Supplies Expense	Per actual utilization		
n	Transportation Expense	Per actual reimbursement		
o	Total		23,058.92	21,187.83
p	Administrative Overhead & Profit	(10% of o)		
q	Total before VAT			
r	VAT	(12% of q)		
s	Monthly cost per head			
t	Number of personnel		1	12
u	Total Monthly Cost	$(q + r) \times t$		
	Total			
			AV Operator/ Electrician	Utility/Messengerial
	Total Project Cost			

**The ECC program aims to assist workers who suffer work-connected sickness or injury resulting in disability or death. The employer is responsible for this amount.