



BIDS AND AWARDS COMMITTEE

Bid Bulletin No. 1 for 3rd EPA CY2023

A. Early Procurement of DOE's Outsourced Manpower Services

1. Clarification on Procurement Title: The procurement title is :
Early Procurement of DOE's Outsourced Manpower Services.
2. Clarification on the Bidding per Lot (See Revised ANNEX A-Schedule of Manpower and Monthly Salary Rate):
 - a. **This procurement consist of two (2) Lots:**
 - i. **Lot 1: Outsourced Manpower Services for Regular Fund (See Details of Lot 1 under Annex A.):**
 1. **Total Number of Personnel: 137**
 2. **Approved Budget for the Contract: Php51,550,000.00**
 3. **Award is subject to Approval of CY2023 General Appropriation Act.**
 - ii. **Lot 2: Outsourced Manpower Services for Locally Funded Projects (See Details of Lot 2 under Annex A.):**
 1. **Total Number of Personnel: 45**
 2. **Approved Budget for the Contract: Ph21,550,000.00**
 3. **Award is subject to Approval of CY2023 General Appropriation Act and Special Allotment Release Order for Locally Funded Project.**
 - b. **Bidders are required to bid for all the Lots under this procurement.**
 - c. **Offer should not exceed the ABC for each Lot.**
 - d. **Evaluation and award will be based on the consolidated bid submission and total financial bid for the two (2) Lots.**
 - e. **Bidders should fill-up bid detail form for each Lot.**
3. Bid Detail Form (See Revised Bid Detail Form/; Items in Bold Font):
 - a. **Each Lot should have a separate bid detail form submission**
 - b. **Basis of computation on daily rate for Special Incentive Leave (SIL) is 21.75 days per month**
 - c. **Computation of 12% VAT includes Items I, II, III and IV.**
 - d. **Administrative Fee:**
Inclusive of all supervision and management expenses and logistical costs. **It is the Contractor's discretion in setting or computing the Administrative Fee, but this should not affect the computation of the mandatory benefits and other remuneration, based on the latest government issuances.**

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4. Scope of Work- Item 10:

Contractor shall provide Occupational Safety and Health Standard (OSHS) and/or the Basic Occupational Standard and Health (BOSH) seminars/training to all outsourced manpower. If Outsourced personnel attended within the year 2022, this will be considered as compliance to the requirement; if earlier than 2022, a refresher course is required; and if none at all, a complete BOSH and/or OSHS is required. Training Certificate must be provided by the Contactor as proof of attendance and the Contractor shall also provide an abridged Theoretical Driving Course and Defensive Driving Course to all drivers and chauffeurs within three (3) months upon commencement of the contract. Training program and instructors must be accredited by DOLE/TESDA/LTO

5. Technical Requirements of Contractor – Item 6:

Proof that the CONTRACTOR has been in the business of operating as service provider for at least ten (10) years and has provided manpower outsourcing of **least one (1) year within the last five (5) years in any government agency or institution.**

6. Responsibilities / Obligations

1. Contractor

- a. Timely payment of monthly wages and remittances of premium contributions to SSS, EC, PhilHealth, and PAG-IBIG of personnel assigned at the CLIENT's office and issuance of Pay Slip to each individual outsourced employee showing the breakdown or details of payments and deductions;
- b. Regular quarterly meeting/s with the CLIENT together with the Contractor's Account Manager and Human Resource representative, or as often as necessary, for smooth implementation of activities or to discuss problems and make resolution/s to address issues/concerns or improve systems/operations;
- c. Provide replacement of qualified outsourced personnel, if necessary, upon recommendation/approval of the CLIENT.
- d. Honor the Contract and related agreements, as the case maybe.
- e. Assign a dedicated Coordinator who shall be stationed in the CLIENT's premises to oversee their employees and one who shall coordinate with CLIENT's concerns. **The Contractor is required**



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to conduct a regular quarterly meeting/s with the Client in the Main Office and once a year Visit/ Meeting for Field Offices, together with the Contractor's Account Manager and Human Resource representative, or as often as necessary, for smooth implementation of activities or to discuss problems and make resolution/s to address issues/concerns or improve systems/operations

Considering the relaxation of restriction for COVID-19, the Opening of Bids can be witnessed personally or in case you have related constraint it could be witness through video conferencing via MS Teams platform. In preparation, you may download the app in advance to witness the proceedings. Bidders and observers may submit their intent to participate with the following information such as the nominated email address to bacsecretariat@doe.gov.ph

This Bid Bulletin forms part of the Terms of Reference. All other terms and conditions in the Bid Documents and other Bid Bulletin issued by the DOE-BAC not consistent with this Supplemental/Bid Bulletin shall remain valid and effective.

Approved for Issuance:


USEC GIOVANNI CARLO J. BACORDO
Chairperson, Bids and Awards Committee


FGD/marc/jjad



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Annex A:

ANNEX A: Schedule of Monthly Salary Rate and Manpower for Lot 1 and Lot 2

Annex A:				
ANNEX A: Schedule of Monthly Salary Rate and Manpower for Lot 1 and Lot 2				
SALARY GRADE	POSITION TITLE	MINIMUM MONTHLY SALARY / GROSS SALARY	NUMBER OF PERSONNEL	
			LOT 1	LOT 2
3	DRIVER I / ADMINISTRATIVE AIDE III	13,572.00	3	
4	DRIVER II / MECHANIC I	14,400.00	22	6
5	CHAUFFEUR I	15,275.00	1	
6	DATA ENCODER I	16,200.00	22	
7	COMPUTER OPERATOR I	17,179.00	13	
8	DATA ENCODER II	18,251.00	20	1
9	COMPUTER OPERATOR II	19,593.00	11	
10	DATA ENCODER-CONTROLLER	21,205.00	3	
11	DATA ENCODER III / PHOTOGRAPHER	23,877.00	16	3
12	COMPUTER OPERATOR III	26,052.00	1	
13	DATA ENCODER IV / PROJECT SUPPORT STAFF / COMPUTER TECHNICIAN	28,276.00	14	35
14	COMPUTER OPERATOR IV	30,799.00	2	
15	DATA ENCODER V	33,575.00	4	
16	SENIOR COMPUTER OPERATOR I	36,628.00	5	
Number of Outsourced Manpower Personnel			137	45
			182	
Budget			51,550,000.00	21,550,000.00
			73,100,000.00	



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BID DETAILS FORM FOR
LOT 1: REGULAR FUND

Title of Procurement: Procurement of Outsourced Manpower Services for 2023

End-user: Human Resource Management Division

Procurement Mode: Public Bidding

Approved Budget for the Contract: **Php 51,550,000.00 - Regular Fund**

DEPARTMENT OF ENERGY (Manila Office and Field Offices)

I. SALARIES & WAGES

A. Salary	Pax	Monthly Salary	Total
Driver I/Administrative Aide III	3	x P	P _____
Driver II / Mechanic I	22	x P	P _____
Chauffeur I	1	x P	P _____
Data Encoder I	22	x P	P _____
Computer Operator I	13	x P	P _____
Data Encoder II	20	x P	P _____
Computer Operator II	11	x P	P _____
Data Encoder-Controller	3	x P	P _____
Data Encoder III / Photographer III	16	x P	P _____
Computer Operator III	1	x P	P _____
Data Encoder IV / Project Support Staff / Computer Technici	14	x P	P _____
Computer Operator IV	2	x P	P _____
Data Encoder V	4	x P	P _____
Senior Computer Operator I	5	x P	P _____
TOTAL	137		Sub-Total P _____

Note: Wages offered should not be lower than the wage rate specified in Annex A.
Minimum Monthly Salary Schedule is gross salary

B. 13th Month Pay (inclusive of government-mandated benefits)

	Pax	13th Month Pay	Total
Driver I/Administrative Aide III	3	x P	P _____
Driver II / Mechanic I	22	x P	P _____
Chauffeur I	1	x P	P _____
Data Encoder I	22	x P	P _____
Computer Operator I	13	x P	P _____
Data Encoder II	20	x P	P _____
Computer Operator II	11	x P	P _____
Data Encoder-Controller	3	x P	P _____
Data Encoder III / Photographer III	16	x P	P _____
Computer Operator III	1	x P	P _____
Data Encoder IV / Project Support Staff / Computer Technici	14	x P	P _____
Computer Operator IV	2	x P	P _____
Data Encoder V	4	x P	P _____
Senior Computer Operator I	5	x P	P _____
TOTAL	137		Sub-Total P _____



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C. 5 days Service Incentive Leave					
	Pax		Daily Salary	Days	Total
Driver I/Administrative Aide III	3	x	P		P
Driver II / Mechanic I	22	x	P		P
Chauffeur I	1	x	P		P
Data Encoder I	22	x	P		P
Computer Operator I	13	x	P		P
Data Encoder II	20	x	P		P
Computer Operator II	11	x	P		P
Data Encoder-Controller	3	x	P		P
Data Encoder III / Photographer III	16	x	P		P
Computer Operator III	1	x	P		P
Data Encoder IV / Project Support Staff / Computer Technici	14	x	P		P
Computer Operator IV	2	x	P		P
Data Encoder V	4	x	P		P
Senior Computer Operator I	5	x	P		P
TOTAL	137			Sub-Total	P
Note: Daily rate computation for the purpose of SIL is 21.75 days per month					
TOTAL Part I (A+B+C)					P

II. CONTRIBUTIONS - BASED ON THE LATEST GOVERNMENT ISSUANCE/S					
A. SSS (Employer's Share)					
	Pax		Monthly Share	Months	Total
Driver I/Administrative Aide III	3	x	P		P
Driver II / Mechanic I	22	x	P		P
Chauffeur I	1	x	P		P
Data Encoder I	22	x	P		P
Computer Operator I	13	x	P		P
Data Encoder II	20	x	P		P
Computer Operator II	11	x	P		P
Data Encoder-Controller	3	x	P		P
Data Encoder III / Photographer III	16	x	P		P
Computer Operator III	1	x	P		P
Data Encoder IV / Project Support Staff / Computer Technici	14	x	P		P
Computer Operator IV	2	x	P		P
Data Encoder V	4	x	P		P
Senior Computer Operator I	5	x	P		P
TOTAL	137			Sub-Total	P
B. ECC (Employer's Share)					
	Pax		Monthly Share	Months	Total
Driver I/Administrative Aide III	3	x	P		P
Driver II / Mechanic I	22	x	P		P
Chauffeur I	1	x	P		P
Data Encoder I	22	x	P		P
Computer Operator I	13	x	P		P
Data Encoder II	20	x	P		P
Computer Operator II	11	x	P		P
Data Encoder-Controller	3	x	P		P
Data Encoder III / Photographer III	16	x	P		P
Computer Operator III	1	x	P		P
Data Encoder IV / Project Support Staff / Computer Technici	14	x	P		P
Computer Operator IV	2	x	P		P
Data Encoder V	4	x	P		P
Senior Computer Operator I	5	x	P		P
TOTAL	137			Sub-Total	P



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C. PHILHEALTH				Pax	Monthly Share	Months	Total
Driver I/Administrative Aide III	3	x	P			P	_____
Driver II / Mechanic I	22	x	P			P	_____
Chauffeur I	1	x	P			P	_____
Data Encoder I	22	x	P			P	_____
Computer Operator I	13	x	P			P	_____
Data Encoder II	20	x	P			P	_____
Computer Operator II	11	x	P			P	_____
Data Encoder-Controller	3	x	P			P	_____
Data Encoder III / Photographer III	16	x	P			P	_____
Computer Operator III	1	x	P			P	_____
Data Encoder IV / Project Support Staff / Computer Technici	14	x	P			P	_____
Computer Operator IV	2	x	P			P	_____
Data Encoder V	4	x	P			P	_____
Senior Computer Operator I	5	x	P			P	_____
TOTAL	137					Sub-Total	P _____
D. PAG-IBIG				Pax	Monthly Share		Total
Driver I/Administrative Aide III	3	x	P			P	_____
Driver II / Mechanic I	22	x	P			P	_____
Chauffeur I	1	x	P			P	_____
Data Encoder I	22	x	P			P	_____
Computer Operator I	13	x	P			P	_____
Data Encoder II	20	x	P			P	_____
Computer Operator II	11	x	P			P	_____
Data Encoder-Controller	3	x	P			P	_____
Data Encoder III / Photographer III	16	x	P			P	_____
Computer Operator III	1	x	P			P	_____
Data Encoder IV / Project Support Staff / Computer Technici	14	x	P			P	_____
Computer Operator IV	2	x	P			P	_____
Data Encoder V	4	x	P			P	_____
Senior Computer Operator I	5	x	P			P	_____
TOTAL	137					Sub-Total	P _____
				Total Part II (A+B+C+D)		P	_____
III. OTHERS				Pax	Cost Per Personnel		Total
Personnel Uniform:	137	x	P	-		P	_____
Four Blouses for female and Botton down polo for male with company name and logo						Total Part III	P _____
				TOTAL (I, II and III)		P	_____
IV. ADMIN COST/LOGISTIC COST (Percent of Items I, II, & III)						P	_____
Inclusive of all supervision and management expenses and logistical costs. It is the Contractor's discretion in setting or computing the Administrative Fee, but this should not affect the computation of the mandatory benefits and other remuneration, based on the latest government						TOTAL (IV)	P _____
V. TAXES (12% VAT of Items I, II, III & IV)						P	_____
						TOTAL (V)	P _____
TOTAL BID OFFER					(Items I, II, III, IV & V)	P	_____
Name and Signature of Authorize Representative :							
Company Name/Business name :							
Tel. No. / Cellphone No./ email address :							
Date :							



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BID DETAILS FORM FOR
LOT 2: LOCALLY FUNDED PROJECTS

Title of Procurement: Procurement of Outsourced Manpower Services for 2023

End-user: Human Resource Management Division

Procurement Mode: Public Bidding

Approved Budget for the Contract

Php 21,550,000.00 - Locally Funded Projects

DEPARTMENT OF ENERGY (Manila Office and Field Offices)

SALARIES & WAGES

A. Salary	Pax	Monthly Salary	Total
Driver I/Administrative Aide III		x P	P _____
Driver II / Mechanic I	6	x P	P _____
Chauffeur I		x P	P _____
Data Encoder I		x P	P _____
Computer Operator I		x P	P _____
Data Encoder II	1	x P	P _____
Computer Operator II		x P	P _____
Data Encoder-Controller		x P	P _____
Data Encoder III / Photographer III	3	x P	P _____
Computer Operator III		x P	P _____
Data Encoder IV / Project Support Staff / Computer Technici	35	x P	P _____
Computer Operator IV		x P	P _____
Data Encoder V		x P	P _____
Senior Computer Operator I		x P	P _____
TOTAL	45	Sub-Total	P _____

Note: Wages offered should not be lower than the wage rate specified in Annex A.
Minimum Monthly Salary Schedule is gross salary

B. 13th Month Pay (inclusive of government-mandated benefits)

	Pax	13th Month Pay	Total
Driver I/Administrative Aide III		x P	P _____
Driver II / Mechanic I	6	x P	P _____
Chauffeur I		x P	P _____
Data Encoder I		x P	P _____
Computer Operator I		x P	P _____
Data Encoder II	1	x P	P _____
Computer Operator II		x P	P _____
Data Encoder-Controller		x P	P _____
Data Encoder III / Photographer III	3	x P	P _____
Computer Operator III		x P	P _____
Data Encoder IV / Project Support Staff / Computer Technici	35	x P	P _____
Computer Operator IV		x P	P _____
Data Encoder V		x P	P _____
Senior Computer Operator I		x P	P _____
TOTAL	45	Sub-Total	P _____



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C. 5 days Service Incentive Leave

	Pax	Daily Salary	Days	Total
Driver I/Administrative Aide III		x P		P
Driver II / Mechanic I	6	x P		P
Chauffeur I		x P		P
Data Encoder I		x P		P
Computer Operator I		x P		P
Data Encoder II	1	x P		P
Computer Operator II		x P		P
Data Encoder-Controller		x P		P
Data Encoder III / Photographer III	3	x P		P
Computer Operator III		x P		P
Data Encoder IV / Project Support Staff / Computer Technici	35	x P		P
Computer Operator IV		x P		P
Data Encoder V		x P		P
Senior Computer Operator I		x P		P
TOTAL	45		Sub-Total	P
Note: Daily rate computation for the purpose of SIL is 21.75 days per month				
				TOTAL Part I (A+B+C) P

III. CONTRIBUTIONS - BASED ON THE LATEST GOVERNMENT ISSUANCE/S

A. SSS (Employer's Share)	Pax	Monthly Share	Months	Total
Driver I/Administrative Aide III		x P		P
Driver II / Mechanic I	6	x P		P
Chauffeur I		x P		P
Data Encoder I		x P		P
Computer Operator I		x P		P
Data Encoder II	1	x P		P
Computer Operator II		x P		P
Data Encoder-Controller		x P		P
Data Encoder III / Photographer III	3	x P		P
Computer Operator III		x P		P
Data Encoder IV / Project Support Staff / Computer Technici	35	x P		P
Computer Operator IV		x P		P
Data Encoder V		x P		P
Senior Computer Operator I		x P		P
TOTAL	45		Sub-Total	P

B. ECC (Employer's Share)	Pax	Monthly Share	Months	Total
Driver I/Administrative Aide III		x P		P
Driver II / Mechanic I	6	x P		P
Chauffeur I		x P		P
Data Encoder I		x P		P
Computer Operator I		x P		P
Data Encoder II	1	x P		P
Computer Operator II		x P		P
Data Encoder-Controller		x P		P
Data Encoder III / Photographer III	3	x P		P
Computer Operator III		x P		P
Data Encoder IV / Project Support Staff / Computer Technici	35	x P		P
Computer Operator IV		x P		P
Data Encoder V		x P		P
Senior Computer Operator I		x P		P
TOTAL	45		Sub-Total	P



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C. PHILHEALTH	Pax	Monthly Share	Months	Total
Driver I/Administrative Aide III		x P		P _____
Driver II / Mechanic I	6	x P		P _____
Chauffeur I		x P		P _____
Data Encoder I		x P		P _____
Computer Operator I		x P		P _____
Data Encoder II	1	x P		P _____
Computer Operator II		x P		P _____
Data Encoder-Controller		x P		P _____
Data Encoder III / Photographer III	3	x P		P _____
Computer Operator III		x P		P _____
Data Encoder IV / Project Support Staff / Computer Technici	35	x P		P _____
Computer Operator IV		x P		P _____
Data Encoder V		x P		P _____
Senior Computer Operator I		x P		P _____
TOTAL	45		Sub-Total	P _____
D. PAG-IBIG				Total
Driver I/Administrative Aide III		x P		P _____
Driver II / Mechanic I	6	x P		P _____
Chauffeur I		x P		P _____
Data Encoder I		x P		P _____
Computer Operator I		x P		P _____
Data Encoder II	1	x P		P _____
Computer Operator II		x P		P _____
Data Encoder-Controller		x P		P _____
Data Encoder III / Photographer III	3	x P		P _____
Computer Operator III		x P		P _____
Data Encoder IV / Project Support Staff / Computer Technici	35	x P		P _____
Computer Operator IV		x P		P _____
Data Encoder V		x P		P _____
Senior Computer Operator I		x P		P _____
TOTAL	45		Sub-Total	P _____
Total Part II (A+B+C+D)				P _____
III. OTHERS				Total
Personnel Uniform:	45	x P	-	P _____
Four Blouses for female and Botton down polo for male with company name and logo			Total Part III	P _____
TOTAL (I, II and III)				P _____
IV. ADMIN COST/LOGISTIC COST (Percent of Items I, II, & III)				P _____
Inclusive of all supervision and management expenses and logistical costs. It is the Contractor's discretion in setting or computing the Administrative Fee, but this should not affect the computation of the mandatory benefits and other remuneration, based on the latest government				TOTAL (IV) P _____
V. TAXES (12% VAT of Items I, II, III & IV)				P _____
TOTAL (V)				P _____
TOTAL BID OFFER				(Items I, II, III, IV & V) P _____
Name and Signature of Authorize Representative :				
Company Name/Business name :				
Tel. No. / Cellphone No./ email address :				
Date :				