



BIDS AND AWARDS COMMITTEE

Double Dragon Tower, *DD Meridian Park Avenue*

EDSA Extension, Pasay City

Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Early Procurement Activity for the Contracting of the Services of Outsourced Personnel of the Consular Offices for 01 January to 31 March 2025
Reference : PB-GS-OCA-07-2024-EP1
ABC : PhP 13,532,515.41
Date : 12 December 2024

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following information on the above-named project with the following revised items in the Technical Specifications:

1. Item III. Scope of Work, C. Contractor's Obligations 10.

III.	Scope of Work	Statement of Compliance
	C. Contractor's Obligations:	
	<p>10. The outsourced personnel shall report to work and render service from Monday to Friday, which will be considered as the regular working days, except on government declared holiday and official work suspension, equivalent to eight (8) working hours a day for a total of forty (40) working hours per week.</p> <p>The Contractor may further require the outsourced personnel to render overtime service only as advised by the Consular Office's Head of Office or the Supervising Officer due to the exigency of the service. The overtime service rendered from Monday to Friday shall only be for a minimum of two (2) hours and a maximum of three (3) hours per day. Overtime service may also be rendered for not more than two</p>	

	(2) Saturdays, with a maximum of eight (8) hours, during the contract period.	
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2. VII. Terms of Payment, 5.

VII.	Terms of Payment	Statement of Compliance
	<p>5. The Contractor shall provide wages to all outsourced personnel based on the prevailing minimum wage rate in the applicable region and such other compensation, as may be applicable, and the computation of wages is based on two hundred sixty-one (261) working days.</p> <p><u>Page 17-18: DOLE 2023 Edition of Handbook on Workers' Statutory Monetary Benefits - Computation of the Estimated Equivalent Monthly Rate (EEMR) of Monthly-Paid and Daily-Paid Employees</u></p>	


3. Revised Annex C:

ESTIMATED EXPENSES FOR 140 OUTSOURCED PERSONNEL FY 2025								
JANUARY TO MARCH 2025								
ABC: Php 13,532,515.41								
	NCR	CO BUTUAN	CO CEBU	CO LEGAZPI	CO PAMPAN GA	CO TUGUEG ARAO	CO DAVAO	CO TAGUM
Equivalent no. of working days per year	261	261	261	261	261	261	261	261
Number of days per month	21.750	21.750	21.750	21.750	21.750	21.750	21.750	21.750
Daily Basic Salary Rate	645.00	385.00	501.00	395.00	500.00	450.00	481.00	481.00
COLA Per Day								
REIMBURSABLE COSTS:								
Basic Pay	14,028.75	8,373.75	10,896.75	8,591.25	10,875.00	9,787.50	10,461.75	10,461.75
Service Incentive	268.75	160.42	208.75	164.58	208.33	187.50	200.42	200.42

Leave								
13th Month Pay	1,169.06	697.81	908.06	715.94	906.25	815.63	871.81	871.81
Cost of Living Allowance (COLA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	15,466.56	9,231.98	12,013.56	9,471.77	11,989.58	10,790.63	11,533.98	11,533.98
Pag-ibig Fund Contribution	200.00	198.92	200.00	200.00	200.00	200.00	200.00	200.00
SSS Contribution	1,615.00	950.00	1,235.00	997.50	1,235.00	1,140.00	1,187.50	1,187.50
PhilHealth	416.56	250.00	323.56	255.10	322.92	290.63	310.65	310.65
ECC	30.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
SUB-TOTAL	2,261.56	1,408.92	1,768.56	1,462.60	1,767.92	1,640.63	1,708.15	1,708.15
MONTHLY SALARY	17,728.12	10,640.90	13,782.12	10,934.37	13,757.50	12,431.26	13,242.13	13,242.13
Administrative Cost	3,545.62	2,128.18	2,756.42	2,186.87	2,751.50	2,486.25	2,648.43	2,648.43
Contract Billing/ Rate per Month	21,273.75	12,769.08	16,538.55	13,121.25	16,509.00	14,917.51	15,890.56	15,890.56
Add: VAT	2,552.85	1,532.29	1,984.63	1,574.55	1,981.08	1,790.10	1,906.87	1,906.87
TOTAL RATE/MONTH/PERSONNEL	23,826.60	14,301.37	18,523.17	14,695.79	18,490.08	16,707.61	17,797.42	17,797.42
Proposed no. of personnel	79	2	24	4	12	4	12	3
TOTAL BILLING PER MONTH	1,882,301.13	28,602.74	444,556.14	58,783.18	221,881.01	66,830.43	213,569.06	53,392.26
No. of Months	3	3	3	3	3	3	3	3
TOTAL BID PRICE	5,646,903.40	85,808.21	1,333,668.43	176,349.53	665,643.04	200,491.28	640,707.18	160,176.79
3% Contingency	169,407.10	2,574.25	40,010.05	5,290.49	19,969.29	6,014.74	19,221.22	4,805.30
TOTAL	9,177,040.31							
Provision for OT	4,355,475.10							
GRAND TOTAL	13,532,515.41							

Attached is a copy of the updated Technical Specifications with the above information already incorporated in the document.

For the information and guidance of all concerned.


ADELIO ANGELITO S. CRUZ
 Assistant Secretary
 and BAC Chairperson

TECHNICAL SPECIFICATIONS

Contracting of the Services of Outsourced Personnel of the Consular Offices for 01 January to 31 March 2025 ABC: PHP 13,532,515.41

I.	Background The Department of Foreign Affairs (DFA, the “Department”), represented by the Office of Consular Affairs (“OCA”, the “End-User”), provides passport and authentication services to the public nationwide at the following consular sites: a. NCR and Provincial Temporary Off-Site Passport Services (TOPS); b. NCR Consular Offices; and, c. Provincial Consular Offices.						
II.	Objective To augment the limited human resources of OCA, and to deliver efficient and cost-effective encoding operations and other tasks for the OCA’s consular services.						
III.	<table border="1"><thead><tr><th data-bbox="204 1093 1171 1200">Scope of Work</th><th data-bbox="1171 1093 1495 1200">Statement of Compliance</th></tr></thead><tbody><tr><td colspan="2" data-bbox="204 1200 1495 1272">A. General Scope</td></tr><tr><td data-bbox="204 1272 1171 2002">1. Section 2.0 of CSC-COA-DBM Joint Circular No. 1, series of 2017 or the “<i>Rules and Regulations Governing Contract of Service and Job Order Workers in the Government</i>” (“Joint Circular”) authorizes Government agencies to enter into service contracts with other government agencies, private firms, non-government agencies, or individuals for services related or incidental to their respective functions and operations, whether on a part-time or full-time basis. Under Section 6.1 of the Joint Circular, government agencies may avail themselves of outsourced services through institutional contract of service, subject to conditions provided in the above-mentioned Joint Circular. In accordance with Section 6.1.2. of the same Joint Circular, workers hired through institutional contract of</td><td data-bbox="1171 1272 1495 2002"></td></tr></tbody></table>	Scope of Work	Statement of Compliance	A. General Scope		1. Section 2.0 of CSC-COA-DBM Joint Circular No. 1, series of 2017 or the “ <i>Rules and Regulations Governing Contract of Service and Job Order Workers in the Government</i> ” (“Joint Circular”) authorizes Government agencies to enter into service contracts with other government agencies, private firms, non-government agencies, or individuals for services related or incidental to their respective functions and operations, whether on a part-time or full-time basis. Under Section 6.1 of the Joint Circular, government agencies may avail themselves of outsourced services through institutional contract of service, subject to conditions provided in the above-mentioned Joint Circular. In accordance with Section 6.1.2. of the same Joint Circular, workers hired through institutional contract of	
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	<p>service shall remain to be employees of the Contractor or Service Provider.</p> <p>Hence, the Department shall have no employer-employee relationship with the outsourced personnel. The Contractor shall hold the Department free and harmless from any and all liabilities as a result of the employer-employee relationship between the Contractor and the outsourced personnel.</p> <p>Sections 7.1 and 7.2. of the same Joint Circular prescribe the limitations on the functions that can be assigned to outsourced personnel, i.e. the project or job assigned to the outsourced personnel is not part of the regular functions of the Department, and that the outsourced personnel should not, in any case, be made to perform functions which are part of the job description of the Department's existing regular employees.</p> <p>The above notwithstanding, the Department has the right to investigate and prosecute outsourced personnel violating passport laws, laws on anti-graft and corrupt practices, and other applicable laws, rules and regulations.</p>	
	<p>2. The Contractor shall comply with existing Philippine labor laws, rules and regulations, issuances, and orders. This includes its registration with the Department of Labor and Employment (DOLE) as an Independent Contractor as required under DOLE D.O. 174, s. 2017.</p>	
<p>B. Contractor's Qualifications:</p>		
	<p>1. The Contractor shall be a corporation or company duly organized and existing under Philippine laws, and has been duly accredited/licensed by Security and Exchange Commission (SEC) and Department of Labor and Employment (DOLE) Certificate of Registration, for a minimum of five (5) years.</p>	
	<p>2. The Contractor shall have the necessary capability, expertise, equipment, human resource, financial resources, and experience to provide the human resources for the</p>	

<p>needs of the Department and all its Consular Offices (COs), as well as other offices and work sites that may be created and/or opened, for the duration of the contract and any extensions thereof.</p>	
<p>C. Contractor's Obligations:</p>	
<p>1. The Contractor shall provide a total of one hundred forty (140) outsourced personnel. The outsourced personnel may be deployed interchangeably from one site to another, as needed.</p> <p>For the duration of the contract, the Department may increase or decrease the number of outsourced personnel, as needed, so long as it does not exceed the contract price, upon one (1) month's written notice to the Contractor.</p> <p>Attached "Annex A" is the matrix of the Distribution of Outsourced Personnel and "Annex C" is the matrix for the computation of Cost Contribution.</p> <p>Annexes A and C may be revised and updated by the Department within the duration of the contract, upon the implementation of the gradual adjustment of the number of outsourced personnel and with due notice to Contractor pursuant to Letter C, Item No. 1, paragraph 2.</p>	
<p>2. The outsourced personnel shall be deployed to the following offices: NCR and Provincial Temporary Off-Site Passport Services (TOPS), NCR Consular Offices, and Provincial Consular Offices.</p> <p>The Department may redistribute the number of outsourced personnel, as deemed necessary. The Contractor shall ensure the full deployment of the required number of outsourced personnel in the event of an office relocation during the contract period, at no additional costs to the Department.</p>	
<p>3. Upon valid and justifiable reasons, the Department may request the Contractor for the reassignment of the</p>	

<p>outsourced personnel, subject to the evaluation of OCA. The Contractor shall effect the reassignment within twenty-four (24) hours from the receipt of the request of the Department.</p> <p>Reassignment shall be at no additional cost to the Department. The reassignment of the outsourced personnel shall be limited to the Consular Offices and TOPS within the same region.</p>	
<p>4. The Contractor shall provide the Department with qualified relievers to serve as substitutes for absent outsourced personnel.</p> <ul style="list-style-type: none"> a. For absences of at least 5 days and with 3-days prior notice, the Contractor shall supply the Department with qualified reliever(s) on the day the subject outsourced personnel(s) is/are absent. b. For absences without prior notice, the reliever must be substituted within two (2) hours from the request. <p>The relievers shall secure the same security clearances and undergo training as do the assigned outsourced personnel.</p> <p>In cases where outsourced personnel submit their resignation, the Department shall be informed of the effective date of the said resignation. The Contractor shall ensure the immediate replacement of a qualified personnel on the day following the effective date of resignation.</p>	
<p>5. The Contractor shall ensure that fourteen (14) on-site team leaders are available at all times during operation hours.</p> <p>On-site team leaders should have a minimum of two (2) years relevant supervisory/management experience or possessing the skillset needed for consular encoding and</p>	

<p>customer service, as approved by the End-user, prior to the team leader's deployment.</p>	
<p>6. The designated team leaders shall, in addition to overseeing the work of the outsourced personnel, be required to deal with queries and complaints from the clients pertaining exclusively to the encoding process and troubleshoot other technical problems on the floor before they are elevated to concerned Department personnel and officers. They shall also perform the same duties as the outsourced personnel they supervise, as necessary.</p>	
<p>7. The Contractor shall provide the Department with outsourced personnel, including relievers, with the following minimum standard qualifications and skills:</p> <ul style="list-style-type: none"> a. Filipino citizen; b. Completion of at least two (2) years college education or its equivalent; c. At least twenty-one (21) years old at the beginning of assumption of duty; d. Holders of NBI and Police clearances issued six (6) months prior to the date of assumption of duty/date of assignment; e. Typing speed of forty-five (45) words per minute at one hundred (100%) percent accuracy; f. Computer literate; g. Must be neat, presentable, courteous, hard-working, team player, and possesses good moral character; and h. Completion of the necessary customer service and other training referred to in Item IIIC, Section 8. <p>Upon release of Notice to Proceed (NTP), the Contractor shall submit to the Department, through OCA, the credentials and clearances of each outsourced consular personnel for consideration and acceptance.</p>	
<p>8. The Contractor shall provide a certification for: (a) customer relations orientation; (b) gender sensitivity orientation; and, (c) anti-sexual harassment policies orientation, with other supporting documents (e.g., attendance sheet, pictures),</p>	

<p>attesting that all its outsourced consular personnel have undergone basic orientation on customer relations, gender sensitivity, and anti-sexual harassment policies, within thirty (30) days after the issuance of the Notice to Proceed (NTP).</p>	
<p>9. The Contractor shall allow the outsourced personnel to attend appropriate training, as may be required by the Department.</p>	
<p>10. The outsourced personnel shall report to work and render service from Monday to Friday, which will be considered as the regular working days, except on government declared holiday and official work suspension, equivalent to eight (8) working hours a day for a total of forty (40) working hours per week.</p> <p>The Contractor may further require the outsourced personnel to render overtime service only as advised by the Consular Office's Head of Office or the Supervising Officer due to the exigency of the service. The overtime service rendered from Monday to Friday shall only be for a minimum of two (2) hours and a maximum of three (3) hours per day. Overtime service may also be rendered for not more than two (2) Saturdays, with a maximum of eight (8) hours, during the contract period.</p>	
<p>11. The Contractor shall warrant that all of its outsourced personnel shall comply with pertinent Philippine laws and Department regulations, policies, guidelines and procedures as applicable. Violation of this paragraph shall subject the Contractor to liabilities under Item V, Section 2.</p>	
<p>12. The Contractor shall undertake the necessary background security checks for its outsourced personnel, including relievers, to be assigned to the Department. The Contractor shall also provide the certificates as proof that all its outsourced consular personnel have undergone basic orientations on customer relations, gender sensitivity, and anti-sexual harassment policies, within thirty (30) days after the issuance of the Notice to Proceed (NTP).</p>	
<p>13. The Contractor shall provide identification cards, lanyards, as approved by the Department, which shall be worn at all</p>	

<p>times, to their personnel at no extra cost to the Department and the Contractor's employees.</p>	
<p>14. In conformity with the provisions of R.A. 10173 or the Data Privacy Act of 2012, the Contractor and all the outsourced personnel, including relievers, shall keep the confidentiality of all the information or records encountered during their deployment in the Department. They shall not discuss, disclose, copy, share, distribute, or otherwise make available to any other persons or organizations any and all information, including but not limited to, names, addresses, phone numbers, and personal history, made available during the course of the performance of their duties.</p> <p>Any personnel of the Contractor found in violation of the R.A. 10173 or the Data Privacy Act of 2012 shall be immediately replaced and a recommendation for the termination of service of the erring personnel will be submitted, without prejudice to the filing of any applicable civil and criminal action.</p> <p>The confidentiality obligation under this Section and Section 16 below shall remain in effect after the termination or expiration of this Terms of Reference or applicable contract.</p>	
<p>15. The Contractor shall ensure that the information and data obtained by the outsourced personnel in the course of performing their duties under the Contract are confidential and shall remain the sole and exclusive property of the Department.</p> <p>Any violation of this term of confidentiality and/or any unauthorized use of the Department's exclusive property shall be subject to penalty, including removal and barring of the Contractor and its personnel from the Department premises, termination of contract by the Department, and legal action against the Contractor.</p>	
<p>16. The Contractor shall ensure that outsourced personnel shall sign a contract, which shall include their agreement, commitment, and accountability to abide by the</p>	

<p>Department's rules and regulations on the handling of confidential and proprietary information.</p> <p>To this end, the Contractor shall furnish the Department with a copy of the individual contracts with outsourced personnel which shall contain the provision on protection of confidentiality of personal data of consular applicants, or the Contractor shall facilitate the signing of a conformé on confidentiality of data by each outsourced personnel before their deployment to OCA. The individual contracts shall be submitted together with the certificates, thirty (30) days after the release of the NTP.</p>	
<p>17. The Contractor shall hold the Department free and harmless from any and all liabilities for any offense that any of their outsourced personnel may commit against any party during the performance of their assigned task, or from any liability for injury, loss, or damage committed against any party arising from the outsourced personnel's fault, fraud, or negligence.</p>	
<p>18. The Contractor shall attend meetings whenever requested by the Department.</p>	
<p>19. The Contractor shall maintain and provide an active directory of personnel who can be contacted by designated sites for various concerns, especially in cases of relievers, replacements, and other urgent matters.</p>	
<p>D. Scope of Work of the Outsourced Consular Personnel</p>	
<p>The additional staff shall be referred to as "outsourced personnel" and deployed to various consular sites, as outlined in ANNEX A.</p> <p>The responsibilities of the outsourced personnel shall include, but shall not be limited to, the following consular functions:</p> <ul style="list-style-type: none"> a. <u>Passport Services</u> - encoding, capturing and validating of the demographic and biographical information of the passport applicant, encoding of Master List of Passport Enrolment Certificates, and other passport service-related tasks that may be assigned, as needed, and may include the mobile passport 	

	<p>program, Passport-on-Wheels (POW), and Temporary Off-Site Passport Services (TOPS).</p> <p>b. <u>Authentication Services</u> - encoding of data for Authentication Certificates and preparing the Master List of documents. They may be assigned to the assembly line to perform other tasks such as affixing the seal, riveting the eyelet for authentication certificates, as well as other authentication-related tasks deemed necessary.</p> <p>c. Other tasks as may be determined by the Department, such as information help desk assistance, validation of appointments onsite, and administrative reinforcement, among others, which contribute to the operations of OCA, except those tasks and responsibilities which are part of the regular functions of the OCA personnel as indicated in Item III.A.1.</p>	
<p>IV.</p>	<p>Reservation Rights</p>	
	<p><u>Removing Personnel for Misconduct or Security Reasons</u></p> <p>The Contractor shall, upon the request of the Department, immediately replace any outsourced personnel for misconduct, breach of confidentiality, and security reasons. The newly-assigned personnel shall secure the same security clearances and undergo training similar to regular outsourced personnel.</p> <p>The Contractor shall institute the necessary investigations and submit to the Department a report of its findings within thirty (30) calendar days, at no additional cost to the Department.</p>	
<p>V.</p>	<p>Penalty Clause</p>	
	<p>1. In case of errors by the outsourced personnel in the performance of their assigned tasks, the Contractor shall immediately bear the cost equivalent to the amount paid by the passport applicant or the cost of the authentication certificate, and any additional charges.</p>	

	<p>2. In case the Contractor violates or fails to comply with any of the provisions of this Terms of Reference and/or applicable contract, the Department shall impose a penalty on the Contractor, without prejudice to the filing of civil and criminal charges.</p>	
	<p>3. The Department shall collect penalties and liquidated damages directly from the Contractor in the event that the damages exceed the amount of the performance security posted.</p>	
	<p>4. The Contractor and its outsourced personnel shall not engage in any personal or pecuniary transaction related to the consular services of the Department and are prohibited from soliciting or benefiting from, or conducting any act or activity with the clients of the Department. Doing so will result in the filing of appropriate charges/cases in proper courts by the Department.</p>	
<p>VI.</p>	<p>Contract Duration The contract period shall be from 01 January to 31 March 2025.</p>	
<p>VII.</p>	<p>Terms of Payment</p> <p>1. The Contractor shall submit ALL supporting documents based on the services rendered in a month within the first week of the following month:</p> <ul style="list-style-type: none"> a. Monthly Statement of Account and billing register [e.g. one (1) bill for the month covering the period e.g. (01 -15 January 2025 and 16 to 31 January 2025] format; b. Certificates of Service Rendered (signed by the respective Consular Office’s Head of Office or the Supervising Officer); c. Reports of Absences, Tardiness and Undertime/Attendance Summary Sheets; d. Daily Time Cards/Time Sheet Reports; e. Pay slips; and, f. Other documents that may be required by the Office of Financial Management Services (OFMS) e.g. Provisional Receipt, etc.; and, g. Accomplishment report for outsourced personnel 	

<p>who will render service beyond working hours.</p> <p>The above documents shall be grouped according to the following:</p> <ol style="list-style-type: none"> a. NCR Consular Offices and TOPS; and b. Provincial Consular Offices. 	
<p>2. The processing of payment by the Department shall commence upon receipt of ALL SUPPORTING DOCUMENTS stated in ITEM VII, NO. 1.</p>	
<p>3. Payments shall be made within thirty (30) working days from receipt of the supporting documents, provided ALL SUPPORTING DOCUMENTS ARE IN ORDER and upon submission of a Provisional Receipt. Payment will be made through the List of Due and Demandable Accounts Payable (LDDAP).</p>	
<p>4. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment.</p>	
<p>5. The Contractor shall provide wages to all outsourced personnel based on the prevailing minimum wage rate in the applicable region and such other compensation, as may be applicable, and the computation of wages is based on two hundred sixty-one (261) working days.¹</p> <p>In the event of adjustments in the minimum wage rate in any or all regions where outsourced consular personnel are deployed, the Contractor shall give formal notification and basis to support its claim to the Department at the earliest opportunity.</p>	
<p>6. The Contractor shall pay all outsourced personnel on their claim of appropriate wages during holidays, including those who are not on duty on the week where the holiday falls, subject to existing rules and regulations.</p>	
<p>7. No payment shall be made to the Contractor for services not yet rendered.</p>	

¹ Source: [DOLE 2023 Edition of Handbook on Workers' Statutory Monetary Benefits - Computation of the Estimated Equivalent Monthly Rate \(EEMR\) of Monthly-Paid and Daily-Paid Employees](#)

	<p>8. The Contractor guarantees the payment of salaries/wages/allowances and benefits as prescribed by law to the outsourced personnel in a timely manner to ensure the efficient delivery of services.</p>	
	<p>9. All payments shall be made to the Contractor, and shall be in Philippine pesos.</p>	
VIII.	Miscellaneous	
	<p>1. <u>Periodic services quality reviews</u> The Department shall conduct formal quality review on a periodic basis. The review shall include an evaluation of the Contractor's operations including compliance with its obligations.</p>	
	<p>2. The Department shall undertake periodic reviews of performance of the outsourced personnel vis-a-vis agreed performance requirements. This is to ascertain quality level attainment and co-develop improvements on the quality levels, processes, service delivery, etc.</p>	
	<p>3. <u>Client Feedback Mechanism</u> As the Department maintains a Client Feedback Mechanism, any negative feedback concerning outsourced personnel shall be communicated to the Contractor for appropriate action. The Contractor shall submit to the Department a compliance report on the action taken on said negative feedback within five (5) working days from the receipt of the Department's feedback.</p>	

ANNEX A

**PROPOSED DISTRIBUTION OF OUTSOURCED PERSONNEL
IN THE OFFICE OF CONSULAR AFFAIRS
FOR 01 January to 31 March 2025**

CONSULAR SITE	TOTAL
NCR Consular Offices and Temporary Off-site Passport Services (TOPS)	79
Provincial Consular Offices and Temporary Off-site Passport Services (TOPS)	61
TOTAL	140

Distribution Plan

I. NCR CONSULAR OFFICES AND TEMPORARY OFFSITE PASSPORT SERVICES (TOPS)

NO	CONSULAR OFFICE/SITE	OFFICE ADDRESS	NO. OF CONTRACTED OUTSOURCED CONSULAR PERSONNEL	ONSITE TEAM LEADER	TOTAL OUTSOURCED PERSONNEL
1	NCR CENTRAL	1st Floor, Lingkod Pinoy Center, Robinsons Galleria, West Lane EDSA corner Ortigas Avenue, Quezon City	2	1	3
2	NCR EAST	7th Floor, SM Megamall, Building C, EDSA cor. Julia Vargas Avenue, Mandaluyong City	22	1	23

3	NCR NORTH	3rd Floor Lingkod Pinoy Center Building B, Robinsons Novaliches, Quirino Highway, Barangay Pasong Putik, Quezon City	4	1	5
4	NCR NORTHEAST	Level 2, Ali Mall, Araneta City, Quezon City	11	1	12
5	NCR SOUTH	3rd Level, West Wing, Festival Mall, Muntinlupa City	14	1	15
6	NCR WEST	5th Floor SM City Manila Natividad Almeda-Lopez corner A. Villegas and, San Marcelino, Ermita, Manila, Metro Manila	17	1	18
7	(TOPS SM North Edsa)	Interior Zone Bldg. (near Pet Express) SM North EDSA, Quezon City	2	1	3

II. PROVINCIAL CONSULAR OFFICES AND TEMPORARY OFFSITE PASSPORT SERVICES (TOPS)

NO	CONSULAR OFFICE/SITE	OFFICE ADDRESS	NO. OF CONTRACTED OUTSOURCED CONSULAR PERSONNEL	ONSITE TEAM LEADER	TOTAL OUTSOURCED PERSONNEL
8	BUTUAN	3rd Level, Robinsons Mall, J. C. Aquino Avenue, Butuan City	1	1	2
9	CEBU	3rd Floor, Robinsons Galleria Cebu, Gen. Maxilom Avenue Extension Sergio Osmeña Jr. Blvd., Cebu City	17	1	18

10	*(TOPS - SM Consolacion)	Unit 228-229, 2/F SM City Consolacion, Brgy. Lamac, Consolacion Cebu City	3	0	3
11	*(TOPS - Seaside)	3/F Seaview Wing, Skypark (near Seafood Island), SM City Seaside Cebu, South Road Properties, Cebu City	3	0	3
12	DFA CO Davao	3/F SM City Davao, Quimpo Blvd., Ecoland Subd., Brgy. Matina, Davao City	11	1	12
13	DFA CO Legazpi	3F Pacific Mall-Legazpi, F. Imperial St., cor. Circumferential Rd., Brgy. Capantawan, Landco Business Park Legazpi City	3	1	4
14	DFA CO Pampanga	2/F Robinsons StarMills, San Fernando City, Pampanga	11	1	12
15	DFA CO Tagum	(Temporary site) 3rd Floor, Robinsons Place Tagum, National Highway, Visayan Village, Tagum City, Davao del Norte	2	1	3
16	DFA CO Tuguegarao	GF, City Hall Bldg., Provincial Government Center, Carig Sur, Tuguegarao City, Cagayan	3	1	4

**Shall also be supervised by Team Leader of CO Cebu*

ANNEX B

BIDDING GUIDELINES FOR THE PROCUREMENT OF OUTSOURCED PERSONNEL

1. Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned.

If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

2. Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of a manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification, or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1 (a)(ii) and/or **GCC** Clause 2.1 (a)(ii)

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

SUB-TOTAL	2,261.56	1,408.92	1,768.56	1,462.60	1,767.92	1,640.63	1,708.15	1,708.15
MONTHLY SALARY	17,728.12	10,640.90	13,782.12	10,934.37	13,757.50	12,431.26	13,242.13	13,242.13
Administrative Cost	3,545.62	2,128.18	2,756.42	2,186.87	2,751.50	2,486.25	2,648.43	2,648.43
Contract Billing/ Rate per Month	21,273.75	12,769.08	16,538.55	13,121.25	16,509.00	14,917.51	15,890.56	15,890.56
Add: VAT	2,552.85	1,532.29	1,984.63	1,574.55	1,981.08	1,790.10	1,906.87	1,906.87
TOTAL RATE/MONTH/PERSONNEL	23,826.60	14,301.37	18,523.17	14,695.79	18,490.08	16,707.61	17,797.42	17,797.42
Proposed no. of personnel	79	2	24	4	12	4	12	3
TOTAL BILLING PER MONTH	1,882,301.13	28,602.74	444,556.14	58,783.18	221,881.01	66,830.43	213,569.06	53,392.26
No. of Months	3	3	3	3	3	3	3	3
TOTAL BID PRICE	5,646,903.40	85,808.21	1,333,668.43	176,349.53	665,643.04	200,491.28	640,707.18	160,176.79
3% Contingency	169,407.10	2,574.25	40,010.05	5,290.49	19,969.29	6,014.74	19,221.22	4,805.30
TOTAL	9,177,040.31							
Provision for OT	4,355,475.10							
GRAND TOTAL	13,532,515.41							

