



DBP SERVICE CORPORATION

June 5, 2014

HON. LINGLINGAY F. LACANLALE

Undersecretary for Administration
and Head of Procuring Entity

DEPARTMENT OF FOREIGN AFFAIRS

2300 Roxas Boulevard,
Pasay City

Dear **Hon. Lacanlale**:

Enclosed are two (2) sets of the Notarized Contract Agreement for the Outsourcing of Personnel for OCA for CY 2014 between Department of Foreign Affairs and DBP Service Corporation which has a term of May 2, 2014 to April 30, 2015.

Thank you.

Very truly yours,

GERRY A.C. ARELLANO

Asst. Vice President, Marketing

bat 2 copies
of original (S. F. T. T.)
don't put other
6/6/14 11:10 AM

AGREEMENT FOR THE OUTSOURCING OF PERSONNEL FOR OCA FOR CY 2014

KNOW ALL MEN BY THESE PRESENTS:

This Agreement for the Outsourcing of Personnel for Office of the Consular Affairs (OCA) for CY 2014 (hereinafter, the AGREEMENT), entered into in ~~Makati City~~ Makati City, Philippines, on JUN 04 2014, between the:

DEPARTMENT OF FOREIGN AFFAIRS, (hereinafter, the PROCURING ENTITY), with principal office address at 2330 Roxas Blvd., Pasay City, Metro Manila, represented by its Undersecretary for Administration and Head of the Procuring Entity (HOPE) **HONORABLE LINGLINGAY F. LACANLALE**,

and

DBP SERVICE CORPORATION (DBP) (hereinafter, the CONTRACTOR), is a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address at Executive Bldg. Ctr., 2/F Gil Puyat Avenue., Bel-Air, Makati City, represented by its President, **MR. RODOLFO C. MANALIGOD**, who is duly authorized to enter into this Agreement pursuant to the Secretary's Certificate dated 03 March 2014, copy of which is attached as ANNEX A and made integral part of this AGREEMENT.

WITNESSETH:

WHEREAS the PROCURING ENTITY invited bids for the Outsourcing of Personnel for OCA for CY 2014, and has accepted a bid by the CONTRACTOR to provide said goods in the sum of **Thirty-Four Million Three Hundred Seventy-Four Thousand Nine Hundred Sixty-Five Pesos and 04/100 (PHP 34,374,965.04)** only (hereinafter, the Contract Price), inclusive of value added tax (VAT) and other lawful charges;

WHEREAS, this Agreement, undertaken pursuant to BAC Resolution No. 115-14 dated 11 April 2014, a copy of which is attached to the Notice of Award in ANNEX "G", complies with the applicable provisions of Republic Act 9184 and its Implementing Rules and Regulations;

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES agree as follows:

1. The definitions included in the General and Special Conditions of a Contract (GCC) provided with the Philippine Bidding Documents for Procurement of Goods issued by the Government Procurement Policy Board (GPPB) are deemed incorporated in this AGREEMENT.

2. The following documents are attached and made integral parts of this AGREEMENT:

ANNEX B - Bid Form and Bid Rate Sheet submitted by the CONTRACTOR
ANNEX C - Technical Specifications and Scope of Work
ANNEX D - Bid Bulletin No. 1
ANNEX E - General Conditions of Contract
ANNEX F - Special Conditions of Contract
ANNEX G - Notice of Award dated 11 April 2014
ANNEX H - Performance Security

3. The CONTRACTOR shall deploy the outsourced personnel beginning 02 May 2014.

4. For and in consideration of the performance of services, the PROCURING ENTITY shall pay the CONTRACTOR the above-mentioned Contract Price. The terms of payment shall be in accordance with the provisions of Sections 10 and 11 of the GCC, which is attached and made an integral part of this Agreement.

AGREEMENT FOR THE OUTSOURCING OF PERSONNEL FOR OCA FOR CY 2014

KNOW ALL MEN BY THESE PRESENTS:


This Agreement for the Outsourcing of Personnel for Office of the Consular Affairs (OCA) for CY 2014 (hereinafter, the AGREEMENT), entered into in ~~Makati City~~ Makati City, Philippines, on JUN 04 2014, between the:

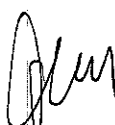
DEPARTMENT OF FOREIGN AFFAIRS, (hereinafter, the PROCURING ENTITY), with principal office address at 2330 Roxas Blvd., Pasay City, Metro Manila, represented by its Undersecretary for Administration and Head of the Procuring Entity (HOPE) **HONORABLE LINGLINGAY F. LACANLALE**,

and


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IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on JUN 04 2014 in Pasay City Metro Manila.

DEPARTMENT OF FOREIGN AFFAIRS

By: Linglingay F. Lacanlale
HON. LINGLINGAY F. LACANLALE
Undersecretary for Administration
and Head of the Procuring Entity

DBP SERVICE CORPORATION

By: Rodolfo C. Manaligod
MR. RODOLFO C. MANALIGOD
President/ Authorized Representative

WITNESSES

Alvar E. Rosales
ATTY. ALVAR E. ROSALES
DFA Chief Accountant

Edgar F. Chavez
EDGAR F. CHAVEZ
Executive Vice President
DBP Service Corporation

ACKNOWLEDGMENT

Republic of the Philippines)
MAKATI CITY) s.s.

JUN 04 2014

BEFORE ME, a NOTARY PUBLIC for and in the City of Pasay, Philippines, on JUN 04 2014 personally appeared HONORABLE LINGLINGAY F. LACANLALE, Undersecretary for Administration of the Department of Foreign Affairs and MR. RODOLFO C. MANALIGOD, President and Authorized Representative of DBP Service Corporation, known to me to be the same persons who executed the foregoing AGREEMENT FOR THE OUTSOURCING OF PERSONNEL FOR OCA FOR CY2014, which instrument consists of _____ pages including the page on which this acknowledgement is written and the Annexes attached thereto, all pages of which have been signed by said PARTIES and their witnesses, and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they represent.

The Philippine Passport / Philippine Government-Issued ID of the Parties were exhibited to me, the same bearing:

NAME	ID No.	PLACE OF ISSUE	DATE OF ISSUE
LINGLINGAY F. LACANLALE	Passport # <u>DE0004246</u>	<u>DFA</u> <u>MLA</u>	
RODOLFO C. MANALIGOD	<u>SSS ID# 03-857473-7</u>		

PKS RVEQC

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day, year and in the place above written.

Cheryll E. Quintos-Santillan
CHERYLL E. QUINTOS-SANTILLAN
NOTARY PUBLIC
UNTIL DECEMBER 31, 2015
NOT. COM. NO. M-303
IBP NO. 947777/ DEC. 26, 2013
PTR. NO. 4232809 / JAN 7, 2014/MAKATI CITY
MCLE NO. MD005586
ROLL NO. 51832
EXECUTIVE BUILDING CENTER

Doc. No. 573
Page No. 108
Book No. 20
Series of 2014

AGREEMENT FOR THE OUTSOURCING OF PERSONNEL FOR OCA FOR CY 2014

KNOW ALL MEN BY THESE PRESENTS:

This Agreement for the Outsourcing of Personnel for Office of the Consular Affairs (OCA) for CY 2014 (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on JUN 04 2014 between the:

DEPARTMENT OF FOREIGN AFFAIRS, (hereinafter, the PROCURING ENTITY), with principal office address at 2330 Roxas Blvd., Pasay City, Metro Manila, represented by its Undersecretary for Administration and Head of the Procuring Entity (HOPE) **HONORABLE LINGLINGAY F. LACANLALE**,

and

DBP SERVICE CORPORATION (DBP) (hereinafter, the CONTRACTOR), is a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address at Executive Bldg. Ctr., 2/F Gil Puyat Avenue., Bel-Air, Makati City, represented by its President, **MR. RODOLFO C. MANALIGOD**, who is duly authorized to enter into this Agreement pursuant to the Secretary's Certificate dated 03 March 2014, copy of which is attached as ANNEX A and made integral part of this AGREEMENT.

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3. The CONTRACTOR shall deploy the outsourced personnel beginning 02 May 2014.
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IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on JUN 04 2014, in MAKATI CITY, Metro Manila.

DEPARTMENT OF FOREIGN AFFAIRS

DBP SERVICE CORPORATION

By: L. Lacanla
HON. LINGLINGAY F. LACANLALE
Undersecretary for Administration
and Head of the Procuring Entity

By: R. Manaligod
MR. RODOLFO C. MANALIGOD
President/ Authorized Representative

WITNESSES

A. Rosales
ATTY. ALVAR E. ROSALES
DFA Chief Accountant

E. Chavez
EDGAR F. CHAVEZ
Executive Vice President
DBP Service Corporation

ACKNOWLEDGMENT

Republic of the Philippines)
MAKATI CITY) s.s.

BEFORE ME, a NOTARY PUBLIC for and in the MAKATI CITY, Philippines, on JUN 04 2014 personally appeared HONORABLE LINGLINGAY F. LACANLALE, Undersecretary for Administration of the Department of Foreign Affairs and MR. RODOLFO C. MANALIGOD, President and Authorized Representative of DBP Service Corporation, known to me to be the same persons who executed the foregoing AGREEMENT FOR THE OUTSOURCING OF PERSONNEL FOR OCA FOR CY2014, which instrument consists of _____ pages including the page on which this acknowledgement is written and the Annexes attached thereto, all pages of which have been signed by said PARTIES and their witnesses, and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they represent.

The Philippine Passport / Philippine Government-Issued ID of the Parties were exhibited to me, the same bearing:

NAME	ID No.	PLACE OF ISSUE	DATE OF ISSUE
LINGLINGAY F. LACANLALE	Passport # <u>DE0004246</u>	<u>DFA</u> <u>MLA</u>	
RODOLFO C. MANALIGOD	<u>SSS ID# 03-857473-7</u>		

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day, year and in the place above written.

C. Quintos-Santillan
CHERYLL E. QUINTOS-SANTILLAN
NOTARY PUBLIC

Doc. No. 573
Page No. 104
Book No. 504
Series of 2014

UNTIL DECEMBER 31, 2015
NOT. COM. NO. M-303
IBP NO. 947777/ DEC. 29, 2013
PTR. NO. 4232389 / JAN 7, 2014/MAKATI CITY
MCLE NO. IV0005366
ROLL NO. 51832
EXECUTIVE BUILDING CENTER
MAKATI CITY



DBP SERVICE CORPORATION

AUTHORITY OF SIGNATORY

SECRETARY'S CERTIFICATE

I, **LAURO B. DOBLE**, duly elected and qualified Corporate Secretary of **DBP SERVICE CORPORATION**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at 2F, Executive Bldg. Center, Gil Puyat Avenue corner Makati Avenue, Makati City, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the special meeting of the Board of Directors of the said Corporation duly convened and held on **March 03, 2014** at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that **DBP Service Corporation** be, as it hereby is, authorized to participate in the bidding of **Outsourcing of Personnel for the Office of Consular Affairs for FY2014 under Public Bidding No. PB-GS-006-2014** by the **DEPARTMENT OF FOREIGN AFFAIRS**; and that if awarded the project shall enter into a contract with the **DEPARTMENT OF FOREIGN AFFAIRS**; and in connection therewith hereby appoint **RODOLFO C. MANALIGOD**, President, **GERRY A.C. ARELLANO**, Assistant Vice President for Marketing, or **JOSEPH B. IMBAO**, Manager for Marketing, acting as duly authorized and designated representatives of DBP Service Corporation, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent DBP Service Corporation in the bidding as fully and effectively as the Corporation might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that may said representative shall lawfully do or cause to be done by virtue hereof; and for the President, **RODOLFO C. MANALIGOD**, to enter into contract if awarded the project;

RESOLVED FURTHER THAT, the DBP Service Corporation hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the **DBP Service Corporation** hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the DBP Service Corporation shall not seek and obtain writ of injunctions or prohibition or restraining order against the DFA or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said Corporation this
MAR 03 2014

LAURO B. DOBLE
Corporate Secretary

SUBSCRIBED AND SWORN to before me this
to me his Voter's I.D. No. 7604-0923A-HO842LBD10000-3.

MAR 03 2014

at Makati City, affiant exhibiting

EDGAR F. CHAVEZ
NOTARY PUBLIC

UNTIL DECEMBER 31, 2014

NOT. COM. NO. M-230

IBP NO. 909125 / DEC. 12, 2012

PTR NO. 3674206 / JAN. 4, 2013 / MAKATI CITY

MCL NO. III-0016935

ROLL NO. 13038

2/F Executive Building Center, Sen. Gil Puyat corner Makati Avenue, Makati City, Philippines 1200
Email : marketing.dbpservicecorp.com.ph
Website : www.dbpservicecorp.com.ph

TELEPHONE NOS. 895-1393 • 895-1495
750-1421 • 897-1240
895-1518 • 751-2049
FAX NOS. 897-8950 • 895-4750

Doc. No.: 181
Page No.: 38
Book No.: II
Series of 2014



DBP SERVICE CORPORATION
Bid Form

Date: March 10, 2014
Invitation to Bid No: PB-GS-006-2014

To: **DEPARTMENT OF FOREIGN AFFAIRS**
2330 Roxas Boulevard, Pasay City,
Metro Manila ,

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers **[01]**, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/perform* the **Outsourcing of Personnel for the OCA for FY 2014 of the Department of Foreign Affairs**, in conformity with the said Bidding Documents for the sum of **THIRTY FOUR MILLION THREE HUNDRED SEVENTY FOUR THOUSAND NINE HUNDRED SIXTY FIVE PESOS & 04/100 (Php 34,374,965.04)** for one (1) year or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
<u>None</u>	<u>--</u>	<u>--</u>
<u>None</u>	<u>--</u>	<u>--</u>
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/ confirm with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this 10th day of March 2014.

GERRY A.C. ARELLANO
[signature]

Asst. Vice President, Marketing
[in the capacity of]

Duly authorized to sign Bid for and on behalf of **DBP SERVICE CORPORATION.**

2/F Executive Building Center, Sen. Gil Puyat corner Makati Avenue, Makati City, Philippines 1200
Email : marketing.dbpservicecorp.com.ph
Website : www.dbpservicecorp.com.ph

TELEPHONE NOS. 895-1393 • 895-1495
750-1421 • 897-1240
895-1518 • 751-2049
FAX NOS. 897-8950 • 895-4750

DEPARTMENT OF FOREIGN AFFAIRS
Outsourcing of Passport Encoders
(For the Regional Consular Offices and
the Satellite Offices in the National Capital Region)
DBP SERVICE CORPORATION

Equivalent no. of working days per year
Number of Days Per Month
Daily Basic Salary Rate
COLA Per Day
CTPA Per Day
REIMBURSABLE COSTS:
A. Payable Directly to the Employee
Basic Pay (Daily Salary Rate x 257 or 309 days / 12 months)
Night Differential Premium Pay - 10% of Basic Salary
Service Incentive Leave (Basic + COLA/CTPA) X 5 days / 12)
13th Month Pay - 1/12 of Basic Salary
Cost of Living Allowance (COLA)
Conditional Temporary Productivity Allowance (CTPA)
Sub-Total
B. Payable to the Government Employee Share of:
Pag-Big Fund Contribution
SSS Premiums
PhilHealth Premiums
ECC Insurance Premiums
Sub-Total
C. Total Reimbursable Costs
Add: Administrative Cost (10% of C)
Contract/Billing Rate Per Month
Add: Value Added Tax (12%)
Total Contract/Billing Rate Per Month Per Personnel
Contract/Billing Rate Per Day
Contract/Billing Rate Per Hour
Total No. of Personnel
Total Billing per Month
Total Bid Price for One (1) Year

Overtime Bill Rate Per Hour
Regular Days
Special Holidays
Legal Holidays

Unworked regular holiday will be billed at above rate for when such holiday do occur.

OCA-Aseana
257.00
21,416.7
451.00
15.00
0.00
9,658.92
0.00
194.17
804.91
321.25
0.00
10,979.25
100.00
736.70
112.90
10.00
959.20
11,938.45
1,193.85
13,132.30
1,575.88
14,708.18
686.78
85.85
62
911,907.16
10,942,885.92

NCR Satellite Offices (Sos)
309.00
25.75
451.00
15.00
0.00
11,613.25
0.00
194.17
967.77
386.25
0.00
13,161.44
100.00
884.00
137.50
10.00
1,131.50
14,292.94
1,429.29
15,722.23
1,886.67
17,608.90
683.84
85.48
53
933,271.70
11,199,260.40

Angeles City SO
309.00
25.75
336.00
0.00
0.00
8,652.00
0.00
140.00
721.00
0.00
0.00
9,513.00
100.00
626.20
100.00
10.00
836.20
10,349.20
1,034.92
11,384.12
1,366.09
12,750.21
495.15
61.89
7
89,251.47
1,071,017.64

Bacolod RCO
309.00
25.75
287.00
0.00
0.00
7,390.25
0.00
119.58
615.85
0.00
0.00
8,125.68
100.00
552.50
100.00
10.00
762.50
8,888.18
888.82
9,777.00
1,173.24
10,950.24
425.25
53.16
4
43,800.96
525,611.52

Baguio RCO
309.00
25.75
260.00
20.00
0.00
6,695.00
0.00
116.67
557.92
515.00
0.00
7,884.59
100.00
515.70
100.00
10.00
725.70
8,610.29
861.03
9,471.32
1,136.56
10,607.88
411.96
51.50
4
42,431.52
509,178.24

Batangas RCO
309.00
25.75
310.00
0.00
12.50
7,982.50
0.00
134.38
665.21
0.00
321.88
9,103.97
100.00
626.20
100.00
10.00
836.20
9,940.17
994.02
10,934.19
1,312.10
12,246.29
475.58
59.45
2
24,492.58
293,910.96

Lipa SO
309.00
25.75
310.00
0.00
12.50
7,982.50
0.00
134.38
665.21
0.00
321.88
9,103.97
100.00
626.20
100.00
10.00
836.20
9,940.17
994.02
10,934.19
1,312.10
12,246.29
475.58
59.45
3
36,738.87
440,866.44

Butuan RCO (5 days)
257.00
21,416.7
253.00
15.00
0.00
5,418.42
0.00
111.67
451.54
321.25
0.00
6,302.88
100.00
405.20
100.00
10.00
615.20
6,918.08
691.81
7,609.89
913.19
8,523.08
397.96
49.75
3
25,569.24
306,830.88

Cagayan de Oro RCO (5 days)
257.00
21,416.7
306.00
0.00
0.00
6,553.50
0.00
127.50
546.13
0.00
0.00
7,227.13
100.00
476.80
100.00
10.00
688.80
7,915.93
791.59
8,707.52
1,044.90
9,752.42
455.37
56.92
4
39,009.68
468,116.16

74.31 62.19 71.15
77.29 64.68 74.00
118.90 99.50 113.84

64.38 66.45 77.36
66.95 69.11 80.46
103.00 106.32 123.78

GERY A.C. ARELLANO
Asst. Vice President, Marketing Department
DBP SERVICE CORPORATION

10

DEPARTMENT OF FOREIGN AFFAIRS

(For the Regional Consular Offices and

the Satellite Offices in the National Capital Region)


DBP SERVICE CORPORATION

Equivalent no. of working days per year
Number of Days Per Month
Daily Basic Salary Rate
COLA Per Day
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Service Incentive Leave (Basic + COLA/CTPA) X 5 days / 12)
13th Month Pay - 1/12 of Basic Salary
Cost of Living Allowance (COLA)
Conditional Temporary Productivity Allowance (CTPA)
Sub-Total
B. Payable to the Government Employee Share of:
Pag-ibig Fund Contribution
SSS Premiums
Phil-Health Premiums
ECC Insurance Premiums
Sub-Total
C. Total Reimbursable Costs
Add : Administrative Cost (10% of C)
Contract/Billing Rate Per Month
Add : Value Added Tax (12%)
Total Contract/Billing Rate Per Month Per Personnel
Contract/Billing Rate Per Day
Contract/Billing Rate Per Hour
Total No. of Personnel
Total Billing per Month
Total Bid Price for One (1) Year

[illegible]

Overtime Bill Rate Per Hour									
Regular Days	58.70	75.46	62.78	69.45	68.56	62.41	66.45	59.24	60.18
Special Holidays	61.05	78.48	65.29	72.23	71.31	64.91	69.11	61.61	62.58
Legal Holidays	93.92	120.74	100.44	111.12	109.70	99.86	106.32	94.78	96.28

Unworked regular holiday will be billed at above rate for when such holiday do occur


GERRY A.C. ARELLANO
Asst. Vice President, Marketing Department
DBP/SERVICE CORPORATION

GERRY A.C. ARELLANO
Asst. Vice President, Marketing Department
DBP/SERVICE CORPORATION

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

OCA - Aseana	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	451.00	451.00
Number of Days Per Month (257 days/12)	21.4167	21.4167
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	9,658.92	9,658.92
b. Night Differential Premium Pay – 10% of basic salary	0.00	965.89
c. Cost of Living Allowance (COLA)	321.25	321.25
d. 13 th Month Pay – 1/12 of basic salary	804.91	804.91
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	194.17	194.17
Subtotal A	10,979.25	11,945.14
Subtotal B	10,979.25	11,945.14
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	736.70	810.30
b. Philhealth Premiums	112.50	112.50
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	959.20	1,032.80
TOTAL REIMBURSABLE COSTS – B+C	11,938.45	12,977.94
ADMINISTRATIVE COST 10%	1,193.85	1,297.79
CONTRACT / BILLING RATE – per month	13,132.30	14,275.73
CONTRACT / BILLING RATE – per day	613.18	666.57
CONTRACT / BILLING RATE – per hour	76.65	83.32

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 257 days are:
246 - Ordinary Working Days
11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)
257 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:
DBP SERVICE CORPORATION

GERRY A.C. ARELLANO
Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

NCR Satellite Offices	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	451.00	451.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	11,613.25	11,613.25
b. Night Differential Premium Pay – 10% of basic salary	0.00	1161.33
c. Cost of Living Allowance	386.25	386.25
d. 13 th Month Pay – 1/12 of basic salary	967.77	967.77
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	194.17	194.17
Subtotal A	13,161.44	14,322.77
Subtotal B	13,161.44	14,322.77
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	884.00	957.70
b. Philhealth Premiums	137.50	137.50
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	1,131.50	1,205.20
TOTAL REIMBURSABLE COSTS – B+C	14,292.94	15,527.97
ADMINISTRATIVE COST 10%	1,429.29	1,552.80
CONTRACT / BILLING RATE – per month	15,722.23	17,080.77
CONTRACT / BILLING RATE – per day	610.57	663.33
CONTRACT / BILLING RATE – per hour	76.32	82.92

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 309 days are:
298 - Ordinary Working Days
11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)
309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:
DBP SERVICE CORPORATION

GERRY A.C. ARELLANO
Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Angeles City SO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	336.00	336.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	8,652.00	8,652.00
b. Night Differential Premium Pay – 10% of basic salary	0.00	865.20
c. Cost of Living Allowance	-	-
d. 13 th Month Pay – 1/12 of basic salary	721.00	721.00
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	140.00	140.00
Subtotal A	9,513.00	10,378.20
Subtotal B	9,513.00	10,378.20
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	626.20	699.80
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	836.20	909.80
TOTAL REIMBURSABLE COSTS – B+C	10,349.20	11,288.00
ADMINISTRATIVE COST 10%	1,034.92	1,128.80
CONTRACT / BILLING RATE – per month	11,384.12	12,416.80
CONTRACT / BILLING RATE – per day	442.10	482.21
CONTRACT / BILLING RATE – per hour	55.26	60.28

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

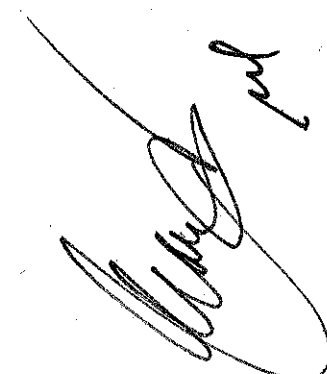
309 - Total no. of paid days/year. (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing



STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Bacolod RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	287.00	287.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	7,390.25	7,390.25
b. Night Differential Premium Pay – 10% of basic salary	0.00	739.03
c. Cost of Living Allowance	-	-
d. 13 th Month Pay – 1/12 of basic salary	615.85	615.85
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	119.58	119.58
Subtotal A	8,125.68	8,864.71
Subtotal B	8,125.68	8,864.71
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	552.50	589.30
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	762.50	799.30
TOTAL REIMBURSABLE COSTS – B+C	8,888.18	9,664.01
ADMINISTRATIVE COST 10%	888.82	966.40
CONTRACT / BILLING RATE – per month	9,777.00	10,630.41
CONTRACT / BILLING RATE – per day	379.69	412.83
CONTRACT / BILLING RATE – per hour	47.46	51.60

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Baguio RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	260.00	260.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	6,695.00	6,695.00
b. Night Differential Premium Pay – 10% of basic salary	0.00	669.50
c. Cost of Living Allowance	515.00	515.00
d. 13 th Month Pay – 1/12 of basic salary	557.92	557.92
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	116.67	116.67
Subtotal A	7,884.59	8,554.09
Subtotal B	7,884.59	8,554.09
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	515.70	589.30
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	725.70	799.30
TOTAL REIMBURSABLE COSTS – B+C	8,610.29	9,353.39
ADMINISTRATIVE COST 10%	861.03	935.34
CONTRACT / BILLING RATE – per month	9,471.32	10,288.73
CONTRACT / BILLING RATE – per day	367.82	399.56
CONTRACT / BILLING RATE – per hour	45.98	49.95

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Batangas RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	310.00	310.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	7,982.50	7,982.50
b. Night Differential Premium Pay – 10% of basic salary	0.00	798.25
c. Conditional Temporary Productivity Allowance (CTPA)	321.88	321.88
d. 13 th Month Pay – 1/12 of basic salary	665.21	665.21
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	134.38	134.38
Subtotal A	9,103.97	9,902.22
Subtotal B	9,103.97	9,902.22
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	626.20	663.00
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	836.20	873.00
TOTAL REIMBURSABLE COSTS – B+C	9,940.17	10,775.22
ADMINISTRATIVE COST 10%	994.02	1,077.52
CONTRACT / BILLING RATE – per month	10,934.19	11,852.74
CONTRACT / BILLING RATE – per day	424.63	460.30
CONTRACT / BILLING RATE – per hour	53.08	57.54

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Lipa SO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	310.00	310.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	7,982.50	7,982.50
b. Night Differential Premium Pay – 10% of basic salary	0.00	798.25
c. Conditional Temporary Productivity Allowance (CTPA)	321.88	321.88
d. 13 th Month Pay – 1/12 of basic salary	665.21	665.21
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + CQI A/CTPA	134.38	134.38
Subtotal A	9,103.97	9,902.22
Subtotal B	9,103.97	9,902.22
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	626.20	663.00
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	836.20	873.00
TOTAL REIMBURSABLE COSTS – B+C	9,940.17	10,775.22
ADMINISTRATIVE COST 10%	994.02	1,077.52
CONTRACT / BILLING RATE – per month	10,934.19	11,852.74
CONTRACT / BILLING RATE – per day	424.63	460.30
CONTRACT / BILLING RATE – per hour	53.08	57.54

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY M.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Butuan RCO	Daily Rate	
	Day Shift	Night Shift
	253.00	253.00
Daily Basic Salary Rate	21.4167	21.4167
Number of Days Per Month (257 days/12)		
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	5,418.42	5,418.42
b. Night Differential Premium Pay – 10% of basic salary	0.00	541.84
c. Cost of Living Allowance	321.25	321.25
d. 13 th Month Pay – 1/12 of basic salary	451.54	451.54
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	111.67	111.67
Subtotal A	6,302.88	6,844.72
Subtotal B	6,302.88	6,844.72
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	405.20	478.80
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	615.20	688.80
TOTAL REIMBURSABLE COSTS – B+C	6,918.08	7,533.52
ADMINISTRATIVE COST 10%	691.81	753.35
CONTRACT / BILLING RATE – per month	7,609.89	8,286.87
CONTRACT / BILLING RATE – per day	355.33	386.94
CONTRACT / BILLING RATE – per hour	44.42	48.37

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX
2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 257 days are:

246 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

257 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Cagayan de Oro RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	306.00	306.00
Number of Days Per Month (257 days/12)	21.4167	21.4167
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	6,553.50	6,553.50
b. Night Differential Premium Pay – 10% of basic salary	0.00	655.35
c. Cost of Living Allowance	546.13	546.13
d. 13 th Month Pay – 1/12 of basic salary	127.50	127.50
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	7,227.13	7,882.48
Subtotal B	7,227.13	7,882.48
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	478.80	515.70
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	688.80	725.70
TOTAL REIMBURSABLE COSTS – B+C	7,915.93	8,608.18
ADMINISTRATIVE COST 10%	791.59	860.82
CONTRACT / BILLING RATE – per month	8,707.52	9,469.00
CONTRACT / BILLING RATE – per day	406.58	442.13
CONTRACT / BILLING RATE – per hour	50.82	55.27

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 257 days are:

246 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

257 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Calasiao RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	253.00	253.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	6,514.75	6,514.75
b. Night Differential Premium Pay – 10% of basic salary	0.00	651.48
c. Cost of Living Allowance (COLA)	542.90	542.90
d. 13 th Month Pay – 1/12 of basic salary	105.42	105.42
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	7,163.07	7,814.55
Subtotal B	7,163.07	7,814.55
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	478.80	515.70
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	688.80	725.70
TOTAL REIMBURSABLE COSTS – B+C	7,851.87	8,540.25
ADMINISTRATIVE COST 10%	785.19	854.03
CONTRACT / BILLING RATE – per month	8,637.06	9,394.28
CONTRACT / BILLING RATE – per day	335.42	364.83
CONTRACT / BILLING RATE – per hour	41.93	45.60

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX
2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 309 days are:
298 - Ordinary Working Days
11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)
309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:
DBP SERVICE CORPORATION

GERRY A.C. ARELLANO
Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Cebu RCO	Daily Rate	
	Day Shift	Night Shift
	327.00	327.00
Daily Basic Salary Rate	25.75	25.75
Number of Days Per Month (309 days/12)		
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	8,420.25	8,420.25
b. Night Differential Premium Pay – 10% of basic salary	0.00	842.03
c. Cost of Living Allowance (COLA)	701.69	701.69
d. 13 th Month Pay – 1/12 of basic salary	136.25	136.25
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	9,258.19	10,100.22
Subtotal B	9,258.19	10,100.22
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	626.20	699.80
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	836.20	909.80
TOTAL REIMBURSABLE COSTS – B+C	10,094.39	11,010.02
ADMINISTRATIVE COST 10%	1,009.44	1,101.00
CONTRACT / BILLING RATE – per month	11,103.83	12,111.02
CONTRACT / BILLING RATE – per day	431.22	470.33
CONTRACT / BILLING RATE – per hour	53.90	58.79

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Cotabato RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	260.00	260.00
Number of Days Per Month (257 days/12)	21.4167	21.4167
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	5,568.33	5,568.33
b. Night Differential Premium Pay – 10% of basic salary	0.00	556.83
c. Cost of Living Allowance	214.17	214.17
d. 13 th Month Pay – 1/12 of basic salary	464.03	464.03
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	112.50	112.50
Subtotal A	6,359.03	6,915.86
Subtotal B	6,359.03	6,915.86
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	442.00	478.80
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	652.00	688.80
TOTAL REIMBURSABLE COSTS – B+C	7,011.03	7,604.66
ADMINISTRATIVE COST 10%	701.10	760.47
CONTRACT / BILLING RATE – per month	7,712.13	8,365.13
CONTRACT / BILLING RATE – per day	360.10	390.59
CONTRACT / BILLING RATE – per hour	45.01	48.82

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 257 days are:

246 – Ordinary Working Days

11 – Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

257 – Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Davao RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	286.00	286.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	7,364.50	7,364.50
b. Night Differential Premium Pay – 10% of basic salary	0.00	736.45
c. Cost of Living Allowance (COLA)	386.25	386.25
d. 13 th Month Pay – 1/12 of basic salary	613.71	613.71
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	125.42	125.42
Subtotal A	8,489.88	9,226.33
Subtotal B	8,489.88	9,226.33
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	589.30	626.20
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	799.30	836.20
TOTAL REIMBURSABLE COSTS – B+C	9,289.18	10,062.53
ADMINISTRATIVE COST 10%	928.92	1,006.25
CONTRACT / BILLING RATE – per month	10,218.10	11,068.78
CONTRACT / BILLING RATE – per day	396.82	429.86
CONTRACT / BILLING RATE – per hour	49.60	53.73

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Dumaguete RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	297.00	297.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	7,647.75	7,647.75
b. Night Differential Premium Pay – 10% of basic salary	0.00	764.78
c. Cost of Living Allowance (COLA)	637.31	637.31
d. 13 th Month Pay – 1/12 of basic salary	123.75	123.75
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	8,408.81	9,173.59
Subtotal B	8,408.81	9,173.59
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	552.50	626.20
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-ibig Fund Contribution	100.00	100.00
Subtotal C	762.50	836.20
TOTAL REIMBURSABLE COSTS – B+C	9,171.31	10,009.79
ADMINISTRATIVE COST 10%	917.13	1,000.98
CONTRACT / BILLING RATE – per month	10,088.44	11,010.77
CONTRACT / BILLING RATE – per day	391.78	427.60
CONTRACT / BILLING RATE – per hour	48.97	53.45

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX
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Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 309 days are:
298 - Ordinary Working Days
11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)
309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:
DBP SERVICE CORPORATION

GERRY A. ARELLANO
Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

General Santos RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	260.00	260.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	6,695.00	6,695.00
b. Night Differential Premium Pay – 10% of basic salary	0.00	669.50
c. Cost of Living Allowance (COLA)	257.50	257.50
d. 13 th Month Pay – 1/12 of basic salary	557.92	557.92
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	112.50	112.50
Subtotal A	7,622.92	8,292.42
Subtotal B	7,622.92	8,292.42
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	515.70	552.50
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	725.70	762.50
TOTAL REIMBURSABLE COSTS – B+C	8,348.62	9,054.92
ADMINISTRATIVE COST 10%	834.86	905.49
CONTRACT / BILLING RATE – per month	9,183.48	9,960.41
CONTRACT / BILLING RATE – per day	356.64	386.81
CONTRACT / BILLING RATE – per hour	44.58	48.35

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX
2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 309 days are:
298 - Ordinary Working Days
11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)
309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:
DBP SERVICE CORPORATION

GERRY A.C. ARELLANO
Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Iloilo RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	287.00	287.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	7,390.25	7,390.25
b. Night Differential Premium Pay – 10% of basic salary	0.00	739.03
c. Cost of Living Allowance (COLA)	615.85	615.85
d. 13 th Month Pay – 1/12 of basic salary	119.58	119.58
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	8,125.68	8,864.71
Subtotal B	8,125.68	8,864.71
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	552.50	589.30
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	762.50	799.30
TOTAL REIMBURSABLE COSTS – B+C	8,888.18	9,664.01
ADMINISTRATIVE COST 10%	888.82	966.40
CONTRACT / BILLING RATE – per month	9,777.00	10,630.41
CONTRACT / BILLING RATE – per day	379.69	412.83
CONTRACT / BILLING RATE – per hour	47.46	51.60

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Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 309 days are:
298 - Ordinary Working Days
11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)
309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:
DBP SERVICE CORPORATION

GERRY A.C. ARELLANO
Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

La Union RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	253.00	253.00
Number of Days Per Month (257 days/12)	21.4167	21.4167
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	5,418.42	5,418.42
b. Night Differential Premium Pay – 10% of basic salary	0.00	541.84
c. Cost of Living Allowance	451.54	451.54
d. 13 th Month Pay – 1/12 of basic salary	105.42	105.42
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	5,975.38	6,517.22
Subtotal B	5,975.38	6,517.22
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	405.20	442.00
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	615.20	652.00
TOTAL REIMBURSABLE COSTS – B+C	6,590.58	7,169.22
ADMINISTRATIVE COST 10%	659.06	716.92
CONTRACT / BILLING RATE – per month	7,249.64	7,886.14
CONTRACT / BILLING RATE – per day	338.50	368.22
CONTRACT / BILLING RATE – per hour	42.31	46.03

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX
2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 257 days are:
246 - Ordinary Working Days
11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)
257 - Total no: of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:
DBP SERVICE CORPORATION

GERRY A.C. ARELLANO
Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Legazpi RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	260.00	260.00
Number of Days Per Month (257 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	6,695.00	6,695.00
b. Night Differential Premium Pay – 10% of basic salary	0.00	669.50
c. Cost of Living Allowance (COLA)	557.92	557.92
d. 13 th Month Pay – 1/12 of basic salary	108.33	108.33
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	7,361.25	8,030.75
Subtotal B	7,361.25	8,030.75
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	478.80	552.50
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	688.80	762.50
TOTAL REIMBURSABLE COSTS – B+C	8,050.05	8,793.25
ADMINISTRATIVE COST 10%	805.01	879.33
CONTRACT / BILLING RATE – per month	8,855.06	9,672.58
CONTRACT / BILLING RATE – per day	343.89	375.63
CONTRACT / BILLING RATE – per hour	42.99	46.95

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Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Lucena RCO	Daily Rate	
	Day Shift	Night Shift
	310.00	310.00
Daily Basic Salary Rate	25.75	25.75
Number of Days Per Month (309 days/12)		
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	7,982.50	7,982.50
b. Night Differential Premium Pay – 10% of basic salary	0.00	798.25
c. Conditional Temporary Productivity Allowance (CTPA)	321.88	321.88
d. 13 th Month Pay – 1/12 of basic salary	665.21	665.21
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	134.38	134.38
Subtotal A	9,103.97	9,902.22
Subtotal B	9,103.97	9,902.22
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	626.20	663.00
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	836.20	873.00
TOTAL REIMBURSABLE COSTS – B+C	9,940.17	10,775.22
ADMINISTRATIVE COST 10%	994.02	1,077.52
CONTRACT / BILLING RATE – per month	10,934.19	11,852.74
CONTRACT / BILLING RATE – per day	424.63	460.30
CONTRACT / BILLING RATE – per hour	53.08	57.54

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Puerto Princesa RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	270.00	270.00
Number of Days Per Month (257 days/12)	21.4167	21.4167
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	5,782.50	5,782.50
b. Night Differential Premium Pay – 10% of basic salary	0.00	578.25
c. Cost of Living Allowance	107.08	107.08
d. 13 th Month Pay – 1/12 of basic salary	481.88	481.88
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	114.58	114.58
Subtotal A	6,486.04	7,064.29
Subtotal B	6,486.04	7,064.29
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	442.00	478.80
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	652.00	688.80
TOTAL REIMBURSABLE COSTS – B+C	7,138.04	7,753.09
ADMINISTRATIVE COST 10%	713.80	775.31
CONTRACT / BILLING RATE – per month	7,851.84	8,528.40
CONTRACT / BILLING RATE – per day	366.62	398.21
CONTRACT / BILLING RATE – per hour	45.83	49.78

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 257 days are:

246 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

257 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

San Fernando RCO, Pampanga	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	336.00	336.00
Number of Days Per Month (309 days/12)	25.75	25.75
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	8,652.00	8,652.00
b. Night Differential Premium Pay – 10% of basic salary	0.00	865.20
c. Cost of Living Allowance (COLA)	721.00	721.00
d. 13 th Month Pay – 1/12 of basic salary	140.00	140.00
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	9,513.00	10,378.20
Subtotal B	9,513.00	10,378.20
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	626.20	699.80
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	836.20	909.80
TOTAL REIMBURSABLE COSTS – B+C	10,349.20	11,288.00
ADMINISTRATIVE COST 10%	1,034.92	1,128.80
CONTRACT / BILLING RATE – per month	11,384.12	12,416.80
CONTRACT / BILLING RATE – per day	442.10	482.21
CONTRACT / BILLING RATE – per hour	55.26	60.28

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Santiago, Isabela RCO	Daily Rate	
	Day Shift	Night Shift
	255.00	255.00
Daily Basic Salary Rate	25.75	25.75
Number of Days Per Month (309 days/12)		
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	6,566.25	6,566.25
b. Night Differential Premium Pay – 10% of basic salary	0.00	656.63
c. Cost of Living Allowance (COLA)	547.19	547.19
d. 13 th Month Pay – 1/12 of basic salary	106.25	106.25
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	7,219.69	7,876.32
Subtotal B	7,219.69	7,876.32
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	478.80	515.70
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	688.80	725.70
TOTAL REIMBURSABLE COSTS – B+C	7,908.49	8,602.02
ADMINISTRATIVE COST 10%	790.85	860.20
CONTRACT / BILLING RATE – per month	8,699.34	9,462.22
CONTRACT / BILLING RATE – per day	337.84	367.46
CONTRACT / BILLING RATE – per hour	42.23	45.93

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 309 days are:

298 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

309 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Tacloban RCO	Daily Rate	
	Day Shift	Night Shift
	238.00	238.00
Daily Basic Salary Rate	21.4167	21.4167
Number of Days Per Month (257 days/12)		
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	5,097.17	5,097.17
b. Night Differential Premium Pay – 10% of basic salary	0.00	509.72
c. Cost of Living Allowance	471.17	471.17
d. 13 th Month Pay – 1/12 of basic salary	424.76	424.76
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA	108.33	108.33
Subtotal A	6,101.43	6,611.15
Subtotal B	6,101.43	6,611.15
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	405.20	442.00
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	615.20	652.00
TOTAL REIMBURSABLE COSTS – B+C	6,716.63	7,263.15
ADMINISTRATIVE COST 10%	671.66	726.32
CONTRACT / BILLING RATE – per month	7,388.29	7,989.47
CONTRACT / BILLING RATE – per day	344.98	373.05
CONTRACT / BILLING RATE – per hour	43.12	46.63

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 257 days are:

246 - Ordinary Working Days
11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)
257 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:
DBP SERVICE CORPORATION

GERRY A.C. ARELLANO
Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Tuguegarao RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	252.00	252.00
Number of Days Per Month (257 days/12)	21.4167	21.4167
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	5,397.00	5,397.00
b. Night Differential Premium Pay – 10% of basic salary	0.00	539.70
c. Cost of Living Allowance	449.75	449.75
d. 13 th Month Pay – 1/12 of basic salary	105.00	105.00
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	5,951.75	6,491.45
Subtotal B	5,951.75	6,491.45
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	405.20	442.00
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	615.20	652.00
TOTAL REIMBURSABLE COSTS – B+C	6,566.95	7,143.45
ADMINISTRATIVE COST 10%	656.70	714.35
CONTRACT / BILLING RATE – per month	7,223.65	7,857.80
CONTRACT / BILLING RATE – per day	337.29	366.90
CONTRACT / BILLING RATE – per hour	42.16	45.86

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX
2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:
Where 257 days are:
246 - Ordinary Working Days
11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)
257 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:
DBP SERVICE CORPORATION

GERRY A. ARELLANO
Assistant Vice President, Marketing

STANDARD COMPUTATION
(Per DOLE D.O. 18-A, s. of 2011)

Zamboanga City RCO	Daily Rate	
	Day Shift	Night Shift
Daily Basic Salary Rate	280.00	280.00
Number of Days Per Month (257 days/12)	21.4167	21.4167
REIMBURSABLE COSTS:		
(A) Payable Directly to Servicemen		
a. Basic Salary – at daily rate for the equivalent of no. of days per month	5,996.67	5,996.67
b. Night Differential Premium Pay – 10% of basic salary	0.00	599.67
c. Cost of Living Allowance	499.72	499.72
d. 13 th Month Pay – 1/12 of basic salary	116.67	116.67
e. Service Incentive Leave Pay – 5 days per year at basic salary rate + COLA/CTPA		
Subtotal A	6,613.06	7,212.73
Subtotal B	6,613.06	7,212.73
(B) Payable to the government Employee Share of:		
a. Social Security Premiums	442.00	478.80
b. Philhealth Premiums	100.00	100.00
c. ECC Insurance Premiums	10.00	10.00
d. Pag-Ibig Fund Contribution	100.00	100.00
Subtotal C	652.00	688.80
TOTAL REIMBURSABLE COSTS – B+C	7,265.06	7,901.53
ADMINISTRATIVE COST 10%	726.51	790.15
CONTRACT / BILLING RATE – per month	7,991.57	8,691.68
CONTRACT / BILLING RATE – per day	373.15	405.84
CONTRACT / BILLING RATE – per hour	46.64	50.73

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX.

2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Note: Bidder must also submit breakdown for outsourced personnel to be deployed to the Regional Consular Offices which are covered by different minimum Wage Orders.

Equivalent Month Rate:

Where 257 days are:

246 - Ordinary Working Days

11 - Legal Holidays (May 1 excluded as Contract duration is May 02, 2014 to Apr. 30, 2015)

257 - Total no. of paid days/year (May 02, 2014 to Apr. 30, 2015)

Submitted by:

DBP SERVICE CORPORATION

GERRY A.C. ARELLANO

Assistant Vice President, Marketing

Technical Specifications

Item	Specification	Statement of Compliance																
I	GENERAL SCOPE 1. The Department of Foreign Affairs (DFA) requires efficient and cost-effective encoding operations for the passport and authentication services of the Office of Consular Affairs (OCA) in Aseana, EPassport Personalization Center (EPC) of Bangko Sentral ng Pilipinas (BSP), Regional Consular Offices (RCOs) and Satellite Offices in the National Capital Region (NCR). The Office of Consular Affairs is the organization representing DFA for dispensing of consular services to the Filipino public, and may represent the Department in the interpretation of the Terms of Reference (TOR). 2. The contractor shall supply two hundred seven (207) outsourced personnel, which includes four (4) onsite supervisors, henceforth termed as "contracted outsourced consular personnel" or "outsourced consular personnel" or "outsourced personnel" to be assigned interchangeably and to operate in the following consular offices during operating days and hours indicated below, inclusive of holidays and Saturdays, when requested by DFA. (Please see <i>Annex A</i> for the table on areas of deployment of outsourced personnel). 3. In addition to the 207 outsourced consular personnel and 4 supervisors, the Contractor may be requested to provide extra outsourced personnel /supervisors immediately as the need arises. 4. The Contractor shall provide outsourced consular personnel for the authentication services of the RCOs and SOs immediately as soon as DFA informs that the consular office is ready for operation. 5. The contracted outsourced consular personnel should be able to process a minimum of: <table><tr><th>Office</th><th>Appointments/Documents to Process a day</th></tr><tr><td>OCA-Aseana</td><td>3,000</td></tr><tr><td>• Passport Enrolment Center (PEC)</td><td></td></tr><tr><td>• Authentication Division</td><td>2,000</td></tr><tr><td>SOs in NCR</td><td>1,000</td></tr><tr><td>• Passport Enrolment Center (PEC)</td><td>Applications are walk-in basis</td></tr><tr><td>• Authentication Division</td><td></td></tr><tr><td>RCOs</td><td>All passport and authentication applications are walk-in basis</td></tr></table>	Office	Appointments/Documents to Process a day	OCA-Aseana	3,000	• Passport Enrolment Center (PEC)		• Authentication Division	2,000	SOs in NCR	1,000	• Passport Enrolment Center (PEC)	Applications are walk-in basis	• Authentication Division		RCOs	All passport and authentication applications are walk-in basis	 COMPLY <
Office	Appointments/Documents to Process a day																	
OCA-Aseana	3,000																	
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SOs in NCR	1,000																	
• Passport Enrolment Center (PEC)	Applications are walk-in basis																	
• Authentication Division																		
RCOs	All passport and authentication applications are walk-in basis																	

	<p>6. The Contractor shall be responsible for the management, salaries, hiring, termination, replacement, transferring to other locations, remuneration, medical insurance, benefits and quality of service of the outsourced consular personnel.</p> <p>7. In addition to the contracted outsourced consular personnel, the contractor shall also assign an onsite supervisor available during operation hours to manage and supervise the outsourced personnel.</p> <p>8. The contractor shall comply with existing national government and local government labor regulations.</p> <p>9. Determination of salaries/remuneration of contracted outsourced consular personnel and their supervisors shall begin from the day of assumption of duty.</p> <p>10. DFA will not assume an employer-employee relationship with the contracted outsourced consular personnel and on-site supervisors.</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
II	<p><u>DFA Provisions</u></p> <p>1. DFA will provide the Contractor with office space and facilities, PCs, tools and any other equipment, software and applications that are deemed necessary to perform the tasks/duties assigned to outsourced personnel.</p> <p>2. DFA will provide the Contractor with training materials, as well as training for outsourced personnel of a total of not more than sixteen (16) hours of training from <u>29-30 April 2014</u> for OCA-Aseana, EP-BSP, RCOs and SOs, to be held in their respective offices. The training will comprise of lectures, briefings, and hands on training on DFA policies, guidelines and procedures, proper customer services, and code of conduct and ethical standards of DFA.</p> <p>However, the Contractor is expected to provide the necessary training for the outsourced consular personnel relating to customer relations before the implementation of the Contract.</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
III	<p><u>Place of Performance</u></p> <p>1. The places where the contract are to be performed will be at the Office of Consular Affairs in Aseana, the E-Passport Personalization Center (EPC) at Bangko Sentral ng Pilipinas (BSP), and the various Regional Consular Offices (RCOs) and Satellite Offices (SOs) in the National Capital Region (NCR).</p> <p>2. The DFA may, within twenty four (24) hours notice, assign all or some of the contracted outsourced consular personnel to sites within Metro Manila, at no additional cost to the DFA.</p>	<p>COMPLY</p> <p>COMPLY</p>
IV.	<u>Period of Performance</u>	COMPLY

	<p>This Scope of Work will be valid on the following schedule:</p> <table><tr><th>Office/Site</th><th>Schedule of Implementation</th></tr><tr><td>OCA-Aseana, EPassport Personalization Center at BSP Regional Consular Offices and Satellite Offices in NCR</td><td>2 May 2014 to 30 April 2015 <i>(The deployment of outsourced personnel for RCOs and SOs that are still proposed for opening will be effective as soon as the consular offices start their operations)</i></td></tr></table>	Office/Site	Schedule of Implementation	OCA-Aseana, EPassport Personalization Center at BSP Regional Consular Offices and Satellite Offices in NCR	2 May 2014 to 30 April 2015 <i>(The deployment of outsourced personnel for RCOs and SOs that are still proposed for opening will be effective as soon as the consular offices start their operations)</i>	COMPLY
Office/Site	Schedule of Implementation					
OCA-Aseana, EPassport Personalization Center at BSP Regional Consular Offices and Satellite Offices in NCR	2 May 2014 to 30 April 2015 <i>(The deployment of outsourced personnel for RCOs and SOs that are still proposed for opening will be effective as soon as the consular offices start their operations)</i>					
V.	<p>SCOPE OF WORK (SOW)</p> <p>1. The responsibilities of the outsourced consular personnel include, but are not limited to, the following consular service functions:</p> <p>a. <u>Passport Services</u> - to perform tasks related to passport services, including but not limited to encoding of vital information of the applicant, photographing and capturing the biometric data of the passport applicant, check the typed biometrics, encoding of Master List of Passport Enrolment Certificates, and such other tasks that may be assigned</p> <p>b. <u>Authentication Services</u> - to perform tasks related to passport services, including but not limited to encoding of Authentication Certificates and Master List of documents for authentication</p> <p>Depending on the demand for outsourced consular personnel, they may be assigned to the assembly line to perform other tasks such as affixing the red ribbon and gold seal, attaching the eyelet for authentication certificates, as well as other tasks deemed necessary for the smooth flow of consular services as directed by responsible DFA employees and officers.</p> <p>2. The Contractor shall immediately supply the DFA with qualified outsourced consular personnel to take the place of absent outsourced consular personnel.</p> <p>3. The Contractor must ensure that the outsourced consular operations shall be uninterrupted during the</p>	COMPLY COMPLY COMPLY COMPLY COMPLY				


	<p>9-hour period of the time schedules. And the work schedules shall indicate shifts during lunch breaks where each shift for the break shall not exceed half of the total number of outsourced consular personnel present for the particular day.</p> <p>4. The contractor shall also assign outsourced supervisors to oversee the outsourced personnel on the floor. Aside from overseeing the work of the outsourced consular personnel, these outsourced supervisors shall be required to deal with queries and complaints from the clients and troubleshoot other problems on the floor before it is elevated to responsible DFA personnel and officers. They shall be required also, if necessity dictates (which is to be determined by responsible DFA employees and officers), to perform the same duties as the outsourced personnel they supervise.</p> <p>5. The contractor, its outsourced personnel and on-site outsourced supervisors shall follow DFA policies, guidelines and procedures.</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
VI.	<p><u>Quality Assurance</u></p> <p>1. <u>Periodic services quality reviews.</u> The DFA shall conduct formal quality review on a periodic basis. These reviews will be conducted in person by DFA. The reviews shall include observation of Contractor's operations, comprehensive review of performance metrics and discussion with Contractor employees to assess degrees of knowledge.</p> <p>2. <u>Performance reviews.</u> The DFA and the Contractor shall undertake quarterly reviews of performance against agreed performance requirements. This is to ascertain quality level attainment and co-develop improvements on the quality levels, processes, service delivery, etc.</p> <p>The Contractor shall provide an incentive-award system that recognizes outstanding work performance of their encoders.</p> <p>3. <u>Performance Evaluation Review.</u> The DFA and the Contractor shall also undertake a quarterly Performance Evaluation Review of the contract. This is to identify potential improvements to agreed performance requirements.</p> <p>4. <u>Client Satisfaction Surveys.</u> The Contractor shall conduct quarterly Client Satisfaction Surveys, the client being the public availing of the DFA's consular services. This is to determine the level of client satisfaction with the services provided by the outsourced consular personnel. The Contractor shall develop the survey jointly with the Passport and Authentication Divisions. Details of the survey such as the rating system, questionnaire, and client satisfaction shall be discussed between the Contactor</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>

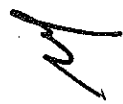
	<p>and the DFA and approved by the DFA. The survey forms are for approval and safe-keeping of the DFA.</p> <p>5. The result of performance reports for the reviewed period, responses from client satisfaction surveys, periodic services quality reviews, test, audits, complaints, and all other information regarding the quality of the contractor's performance shall be taken into account the earned Performance Evaluation Review during the reporting period. The DFA shall be provided a report comprising all performance measures by the Contractor at the end of the period of SOW.</p> <p>6. The DFA shall charge the Contractor penalty fees amounting to the cost paid by the passport and authentication applicants in case of errors in encoding.</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
VII.	<p>CONTRACTOR PERSONNEL</p> <p><u>Skills and Qualifications</u></p> <p>1. The contracted outsourced consular personnel assigned by the contractor to the DFA, including replacement personnel, shall have the following skills and qualifications:</p> <p>a. Filipino citizens;</p> <p>b. Have completed at least two (2) years college education or its equivalent;</p> <p>c. At least eighteen (18) years old and above at the beginning of assumption of duty;</p> <p>d. Holders of NBI and Police clearances taken at least six months prior to the date of assumption of duty;</p> <p>e. Able to type at a speed of forty-five (45) words per minute at one hundred (100) percent accuracy;</p> <p>f. Computer literate;</p> <p>g. Must have undergone the necessary training related to customer service, trouble shooting, installation of machines involved.</p> <p>2. The contractor shall undertake the necessary background security checks for its outsourced consular personnel to be assigned to DFA.</p> <p><u>Removing Personnel for Misconduct or Security Reasons</u></p> <p>1. The contractor shall, upon the request of the DFA, immediately replace any outsourced personnel or supervisor for misconduct and security reasons.</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
VIII.	<p>COORDINATION</p> <p>The contractor shall conduct regular meetings with the DFA whenever requested.</p>	<p>COMPLY</p>

IX.	CONFIDENTIALITY OF INFORMATION 1. The Contractor and all contracted outsourced consular personnel shall not discuss, disclose, copy, share, distribute or otherwise make available to any other persons or organizations aside from DFA, Office of Consular Affairs any and all information including but not limited to names, addresses, phone numbers and history, made available during the course of performance of duties. 2. Information and data obtained in the course of performing the duties under this TOR are confidential and sole and exclusive property of DFA. Any violation of this term of confidentiality will be subject to penalty, including removal and barring of the Contractor and its personnel from DFA premises, termination of contract by the DFA, and legal action against the Contractor.	 COMPLY COMPLY
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Note: Bidder must indicate here whether the condition/specification shall be complied with, signed by the Bidder's duly authorized representative.

CONFORME:


GERRY A.C. ARELLANO
Asst. Vice President
DBP SERVICE CORPORATION






ANNEX A

AREAS OF DEPLOYMENT OF OUTSOURCED PERSONNEL


OFFICE / SITE	Location	No. of Contracted Outsourced Consular Personnel		No. of Working Hours
		Passport	Authentication	
<i>OCA-Aseana</i>				
Passport Division – Passport Enrolment Center (PEC)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	20 + 1 Supervisor		Monday – Friday 8 hours
Authentication Division	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City		15 + 1 Supervisor	Monday – Friday 8 hours
Courtesy Lane	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	4		Monday – Friday 8 hours
Recording & Document Segregation Section (RDSS)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	4		Monday – Friday 8 hours
Diplomatic and Official Passport Section (DOPS)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	2		Monday – Friday 8 hours
Regional Consular Office Coordinating Center (RCOCC)	Aseana Business Park, Macapagal Ave., Cor. Bradco Ave., Parañaque City	3		Monday – Friday 8 hours
E-Passport Personalization Center (EPC) in BSP	BSP- Security Plant Complex East Avenue Quezon, City	12		Monday – Friday 8 hours
TOTAL:		45 + 1 Supervisor	15 + 1 Supervisor	
<i>NCR Satellite Offices (Sos)</i>				
DFA NCR-East	7/F SM Megamall Bldg. C, Edsa cor. J. Vargas Ave., Mandaluyong City	10 + 1 Supervisor	1	Monday – Saturday 8 hours
DFA NCR-Central	Level 1 West Lane, Lingkod Pinoy Center, Robinsons Galleria, Edsa cor. Ortigas Ave. Pasig City	5	No authentication services	Monday – Saturday 8 hours
DFA NCR-West	5/F SM Manila, Concepcion St. cor. Arroceros and Sn. Marcelino, Manila	10 + 1 Supervisor	2	Monday – Saturday 8 hours

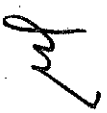

DFA NCR-South	4/F Metro Alabang Town Center, Alabang-Zapote Road, Muntinlupa City	8	1	Monday – Saturday 8 hours
DFA NCR-North (Proposed to be opened in 2014)	Robinsons Nova Market Brgy. Pasong Putik, Quirino Highway cor Maligaya, Novaliches, Quezon City	5	1	Monday – Saturday 8 hours
DFA NCR-Southwest (Proposed to be opened in 2014)	SM Las Pinas Alabang-Zapote Road, Brgy. Pamplona 2, Las Piñas		1	Monday – Saturday 8 hours
DFA NCR-Northeast (Soft Opening is 03 February 2014)	Ali Mall Araneta Center Cubao, Quezon City	6	1	Monday – Saturday 8 hours
TOTAL:		44 + 2 Supervisors	7	
Regional Consular Offices (RCOs)				
Angeles City SO	3/F Marquee Mall, Pulung Maragul, Angeles City	7	0	Monday – Saturday 8 hours
Bacolod RCO	3/F Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City	4	0	Monday – Saturday 8 hours
Baguio RCO	Upper Basement, SM City Baguio, Luneta Hill, Upper Session Road cor. Gov. Pack Road, Baguio City	4	0	Monday – Saturday 8 hours
Batangas RCO (Proposed to be opened in 2014)		2	0	Monday – Saturday 8 hours
Lipa SO	2/F Robinsons Place Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City, Batangas	2	1	Monday – Saturday 8 hours
Butuan RCO	CESIA Bldg. Montilla Blvd., Butuan City	3	0	Monday – Friday 8 hours
Cagayan de Oro RCO	Limketkai Center, Limketkai Avenue, Cagayan de Oro City	4	0	Monday – Friday 8 hours
Calasiao RCO (Proposed to be opened in 2014)		5	1	Monday – Saturday 8 hours
Cebu RCO	4/F Pacific Mall – Metro Mandaue, UN Avenue cor. MC Briones St., Brgy. Estancia, Mandaue City	6	1	Monday – Saturday 8 hours
Cotabato RCO	People's Palace, City Hall, Cotabato City	4	0	Monday – Friday 8 hours

Davao RCO	3/F SM City Davao, Quimpo Blvd., Ecoland Subd., Brgy. Matina, Davao City	5	1	Monday – Saturday 8 hours
Dumaguete RCO (Proposed to be opened in 2014)	(the newly hired 9 contractual personnel for Dumaguete RCO can be used as encoders)	0	0	Monday – Saturday 8 hours
General Santos RCO	GF Robinsons Place GenSan, J. Catolico Sr. Ave., General Santos City	4	0	Monday – Saturday 8 hours
Iloilo RCO	3F Robinsons Place Iloilo Quezon Wing, Iloilo City	5	0	Monday – Saturday 8 hours
La Union RCO	Pasado Building gdalagan Norte, San rmando, La Union	6	0	Monday – Friday 8 hours
Legazpi RCO	3/F Pacific Mall – Legazpi, F. Imperial St., Brgy. Capantawan, Landco Business Park, Legazpi City	3	0	Monday – Saturday 8 hours
Lucena RCO	3/F Pacific Mall Lucena, M.L. Tagarao St., Barangay III, Lucena City, Quezon	4	1	Monday – Saturday 8 hours
Puerto Princesa RCO	2F Puerto Princesa City Coliseum, National HW, Brgy. San Pedro, Puerto Princesa City	2	0	Monday – Friday 8 hours
San Fernando RCO	2/F Robinsons StarMill, San Fernando City, Pampanga	6	1	Monday – Saturday 8 hours
Santiago, Isabela RCO (Proposed to be opened in 2014)		5	1	Monday – Saturday 8 hours
Tacloban RCO		3	1	Monday – Friday 8 hours
Tuguegarao RCO	Regional Government Center, Carig Sur, Tuguegarao City, Cagayan (its existing COS personnel can be used as encoders)	0	0	Monday – Friday 8 hours
Zamboanga RCO	Go-Velayo Bldg. Veterans Ave. Zamboanga City, Zamboanga del Sur	4	0	Monday – Friday 8 hours
TOTAL:		88	8	

SUB TOTAL :	177 + 3 Supervisors	30 + 1 Supervisor	
GRAND TOTAL:	207 + 4 supervisors		

CONFORME:


GERRY A.C. ARELLANO
Asst. Vice President
DBP SERVICE CORPORATION



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

[illegible]

Note: This Schedule of Requirements must be signed by the Bidder or its authorized representative with statement of conformity/compliance, and submitted together with other required documents on or before the Deadline for Submission of Bids.

CONFORME:

GERRY A.C. ARELLANO
Asst. Vice President
DBP SERVICE CORPORATION

**BIDS AND AWARDS COMMITTEE**

2330 Roxas Boulevard, Pasay City
Tel. Nos. 834-4116 ; Fax No. 831-9584
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

PROJECT	Outsourcing of Personnel for OCA
Reference No.	PB-GS-006-2014
ABC	PHP45,000.00
DATE	03 March 2014

This Bulletin is being issued to provide prospective bidders for the above-named Project additional information to the Bidding Documents and to address the queries received by the Department, particularly on the following:

Bid Data Sheet (BDS)

- ITB Clause 3.4 to read as "The Bidder must have completed, within the last five (5) years prior to the deadline for submission and receipt of bids, a single contract similar to the Project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid. Such contract must be part of, or included in, the Statement under ITB Clause 12.1(a) (iii).

Bidder must submit a copy of the single largest similar contract together with certificate of final acceptance from the bidder's client or official receipt of the bidder for the contract. In addition, the statement of all completed contracts with government and private entities must be accompanied by official receipts or certificates of acceptance of the agency or company concerned.

For this purpose, similar contracts shall refer to contracts which are of similar nature and complexity to the contract to be bid".

- ITB Clause 12.1(a)(iii) to read as "The statement of all ongoing and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission of bids. The statement of all completed government and private contracts must be accompanied by corresponding official receipts and/or certificates of acceptance issued by the client/procuring entity.
- ITB Clause 29.2(a) to read as "Within the non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
(a) Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
- ITB Clauses 29.2(b) to read as "Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted. *Note: The latest income and business tax returns are those within the last six months preceding the date of bid submission.*

Amendment to the Technical Specifications

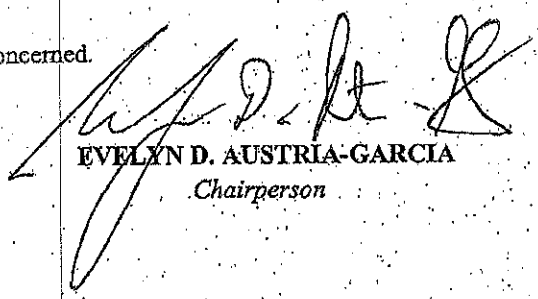
- Item I, No. 8 of the General Scope to read as "The contractor shall comply with existing national and local government labor regulations. The Performance Security shall be forfeited if the contractor violates the TOR or existing labor laws".

Also attached is the revised Standard Computation (per DOLE D.O. 18-A, s. of 2011), for the prospective bidders' information.

DFA-BAC will only accept bids from those who have paid the non-refundable bidding document fee of Twenty-Five Thousand Pesos (Php25,000.00). Bidders shall indicate the amount paid and Official Receipt No. on the cover of their Bid Envelopes.

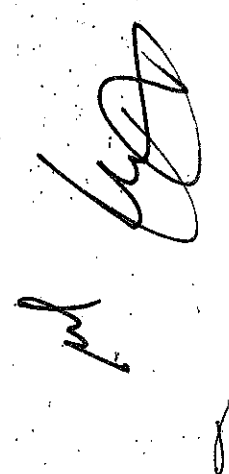
Deadline for submission of bids to the BAC Secretariat Office is at 12:00 noon of 13 March 2014 (Thursday) and no further revisions of schedules shall be made by the DFA-BAC for this Project. Late bids shall not be accepted.

For the information and guidance of all concerned.



EVELYN D. AUSTRIA-GARCIA
Chairperson

Pasay City, 03 March 2014



STANDARD COMPUTATION			
(Per DOLE D.O. 18-A, s. of 2011)			
		Daily Rate	
		Day Shift	Night Shift
Daily Basic Salary Rate			
Number of Days per Month			
REIMBURSABLE COSTS:			
(A) Payable Directly to Servicemen			
a. Basic Salary - at a daily rate for			
the equivalent of No. of days per month			
b. Night Differential Premium Pay - 10%			
of basic salary			
c. Emergency cost of living allowance			
d. 13th month pay - 1/12 of basic salary			
e. Service Incentive Leave Pay - 5 days per			
year at basic salary rate plus COLA			
	Subtotal A		
	Subtotal B		
(B) Payable to the government Employee Share of :			
a. Social Security Premiums			
b. Philhealth Premiums			
c. ECC Insurance Premiums			
d. Pag-Ibig Fund Contribution			
	Subtotal C		
TOTAL REIMBURSABLE COSTS - B+C			
ADMINISTRATIVE COST			
CONTRACT/BILLING RATE - per month			
CONTRACT/BILLING RATE - per day			
CONTRACT/BILLING RATE - per hour			

1. ABOVE RATES ARE EXCLUSIVE OF VALUE ADDED TAX
2. UNWORKED REGULAR HOLIDAYS WILL BE BILLED AT ABOVE RATE FOR 8 HOURS REGULAR WORK AND WHEN SUCH HOLIDAY OCCURS.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

Section IV. General Conditions of Contract (GCC) should be read in conjunction with Section V. Special Conditions of Contract (SCC) and other documents listed therein. Both the GCC and the SCC enumerates all the rights and obligations of the parties.

It is understood that the Bidder, by submitting a bid for the Project, has understood and agrees to all the terms and conditions contained in both the GCC and the SCC.

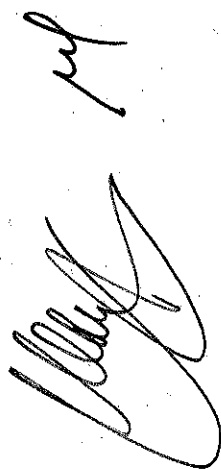
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1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Goods" means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Conditions of Contract contained in this Section.
- (f) "SCC" means the Special Conditions of Contract.
- (g) "The Procuring Entity" means the organization purchasing the Goods, as named in the SCC.
- (h) "The Procuring Entity's country" is the Philippines.
- (i) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- (j) The "Funding Source" means the organization named in the SCC.
- (k) "The Project Site," where applicable, means the place or places named in the SCC.
- (l) "Day" means calendar day.
- (m) The "Effective Date" of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.
- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) "obstructive practice" is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

- 2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in GCC Clause 2.1(a).

3. **Inspection and Audit by the Funding Source**

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. **Governing Law and Language**

- 4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. **Notices**

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC for GCC Clause 5.1.

6. **Scope of Contract**

- 6.1. The GOODS and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the SCC.

7. **Subcontracting**

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.

- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with GCC Clause 6.

9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with GCC Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in GCC Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the SCC provision for GCC Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to GCC Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, the terms of payment shall be as follows:
- (a) On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
 - (b) On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
 - (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.
- 11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:

- (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
 - (b) The Supplier has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the SCC.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. **Use of Contract Documents and Information**

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in GCC Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. **Standards**

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. **Inspection and Tests**

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Clause 5.

16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of the final payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the SCC. The said amounts shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.

17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in GCC Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.

18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon

as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.

- 18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.

- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
 - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of *force majeure* is deemed to have ceased; or
 - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time

plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. **Termination for Insolvency**

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. **Termination for Convenience**

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:
- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
 - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. **Termination for Unlawful Acts**

- 26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (a) Corrupt, fraudulent, and coercive practices as defined in ITB Clause 3.1(a);
- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and

- (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) aforementioned; and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and

- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. **Assignment of Rights**

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. **Contract Amendment**

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. **Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <i>the Department of Foreign Affairs</i>
1.1(i)	The Contractor is <i>DBP Service Corportation</i>
1.1(j)	The Funding Source is the Government of the Philippines (GOP) through the <i>Government Appropriations Act for 2014</i> , in the amount of Php 45,000,000.00 .
1.1(k)	The Project Site is the Department of Foreign Affairs, 2330 Roxas Blvd. Pasay City.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p>2330 Roxas Boulevard, Pasay City Contact Person: Alex O. Vallespin (Head, BAC Secretariat) Tel. no. 834-4116 or Fax no. 831-9584. <u>bac.secretariat@dfa.gov.ph</u></p> <p>The Supplier's address for Notices is:</p> <p>2nd Floor, Executive Bldg. Center, Gil Puyat Avenue, Makati City represented by its Assistant Vice President for Marketing, Mr. Gerry A.C. Arellano with telephone numbers 895-1393/895-1566 and fax numbers 897-8950/895-4750.</p>
9	For the given scope of work in this Contract as awarded, all bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.
10.4	Not applicable.
13.4(c)	No further instructions.
21.1	No additional provision. But if the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.





OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION


NOTICE OF AWARD

11 April 2014

Sir,

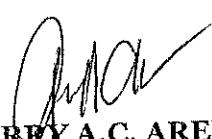
Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department of Foreign Affairs as contained in its Resolution No. 115-14, the Department is awarding the Contract for **Outsourcing of Personnel for the Office of Consular Affairs for FY2014**, to your firm, **DBP Service Corporation**, in the amount of *Thirty-Four Million Three Hundred Seventy-Four Thousand Nine Hundred Sixty-Five Pesos and 04/100 (Php34,374,965.04)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Contract and to the posting of the required performance security within ten (10) calendar days from receipt of this Notice.

Very truly yours,


LINGLINGAY F. LACANLALE
Undersecretary for Administration
and Head of Procuring Entity

Conforme:

For: DBP SERVICE CORPORATION


MR. GERRY A.C. ARELLANO
AVP for Marketing/Authorized Representative
DBP Service Corporation
2/f Executive Building Center
Sen. Gil Puyat cor. Makati Avenue
Makati City
Date: 25 APR 2014

