

**BIDS AND AWARDS COMMITTEE  
 BID BULLETIN No. 4**

**Gender-Responsive Institutional Human Resource Contract of Service  
 Provider for CY 2023-2024  
 PGC-BAC-2023-009G**

This is to inform all prospective bidders of the following changes in the Bidding Documents:

**1. Procurement Title is changed to:**

Gender-Responsive Institutional Contract of Service Provider for CY 2023-2024

**2. 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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Account Admin Associate	1	1	Minimum of 8 hours a day and 5 days a week
2	Account Analyst I	4	4	-same-
3	Account Analyst II	13	13	-same-
4	Account Analyst III	6	6	-same-
5	Accountant I	1	1	-same-
6	Accountant II	2	2	-same-
7	Accounting Clerk	1	1	-same-
8	Accounting Specialist	1	1	-same-
9	Accounting Specialist III	4	4	-same-
10	Administrative Assistant	9	9	-same-
11	Administrative Services Asst. II	5	5	-same-
12	Aircon Technician	1	1	-same-
13	Bookkeeper III	1	1	-same-

14	Chauffeur I	13	13	-same-
15	Chauffeur II	7	7	-same-
16	Claims and Collection Processor	12	12	-same-
17	Claims Systems Specialist	1	1	-same-
18	Clerk II	6	6	-same-
19	Cost/Project Accounting Specialist	3	3	-same-
20	Courier	5	5	-same-
21	Credit Analyst	1	1	-same-
22	Data Encoder	6	6	-same-
23	Data Management Specialist	2	2	-same-
24	Data Processing Analyst	1	1	-same-
25	Digital Artist	2	2	-same-
26	Electrician (C-5 MRB)	1	1	-same-
27	Executive Assistant IV	1	1	-same-
28	GAD Analyst	1	1	-same-
29	GAD Analyst II	1	1	-same-
30	Guarantee Officer	3	3	-same-
31	HR Analyst I	1	1	-same-
32	HR Analyst II	2	2	-same-
33	HR Coordinator	1	1	-same-
34	HR Specialist	1	1	-same-
35	IT Associate (added)	1	1	-same-
36	IT Business Analyst	1	1	-same-
37	IT Risk Analyst	1	1	-same-
38	IT Specialist I	4	4	-same-
39	IT Specialist II	1	1	-same-

40	Knowledge Management Senior Analyst	1	1	-same-
41	Management Information Systems Specialist	1	1	-same-
42	Master Electrician	1	1	-same-
43	Motorized Courier (name changed to Driver/Courier)	1	1	-same-
44	Network System Administrator	1	1	-same-
45	OSH Program Administrator	1	1	-same-
46	Paralegal	6	6	-same-
47	Plumber/Carpenter	1	1	-same-
48	Procurement Assistant	1	1	-same-
49	Property/Supply/Procurement Management Analyst I	1	1	-same-
50	Property/Supply/Procurement Management Analyst II	2	2	-same-
51	Purchasing Specialist	1	1	-same-
52	Risk Analyst	1	1	-same-
53	Safety and Health Officer	1	1	-same-
54	Senior Accounts Analyst	5	5	-same-
55	Senior Planning Analyst	1	1	-same-
56	Senior Programmer	1	1	-same-
57	Special Assistant to the President and CEO (added)	1	1	
58	Technical Analyst	2	2	-same-
59	Technical Analyst II	2	2	-same-
60	Technical Specialist	2	2	-same-
61	Utility Worker (Bataan)	1	1	-same-
62	Writer/Researcher	2	2	-same-
<b>TOTAL</b>			<b>165</b>	

**3. Section VII. Technical Specifications**

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
I.	<b>SCOPE OF WORK</b>	

**A. Manpower**

- i. Number of required agency personnel: 165
- ii. Work Hours: Minimum of 8 hours a day and 5 days a week
- iii. Place of Assignment: PHILGUARANTEE office and project sites
- iv. The following is the breakdown in the hiring of COS personnel, which shall be open to all genders:
- v. The qualification requirements and duties of the required personnel are listed in Annex A.

Position Title	Number of Positions	Employee Rate Per Day (PhP)
Account Admin Associate	1	826.44
Account Analyst I	4	723.59
Account Analyst II	13	870.67
Account Analyst III	6	1,054.62
Accountant I	1	1,836.81
Accountant II	2	2,429.33
Accounting Clerk	1	668.00
Accounting Specialist	1	943.17
Accounting Specialist III	4	1,160.09
Administrative Assistant	9	668.00
Administrative Services Asst. II	5	870.67
Aircon Technician	1	1,149.43
Bookkeeper III	1	864.08
Chauffeur I	13	617.01
Chauffeur II	7	640.00
Claims and Collection Processor	12	1,160.09
Claims Systems Specialist	1	1,403.72
Clerk II	6	700.00
Cost/Project Accounting Specialist	3	1,361.54
Courier	5	617.01
Credit Analyst	1	723.59
Data Encoder	6	668.00
Data Management Specialist	2	1,403.72
Data Processing Analyst	1	1,160.09
Digital Artist	2	1,403.72
Electrician (C-5 MRB)	1	617.01
Executive Assistant IV	1	1,333.33
GAD Analyst	1	723.59
GAD Analyst II	1	870.67
Guarantee Officer	3	1,986.99
HR Analyst I	1	723.59
HR Analyst II	2	870.67
HR Coordinator	1	1,160.09
HR Specialist	1	1,495.77

	IT Associate (added)	1	870.67	
	IT Business Analyst	1	1,495.77	
	IT Risk Analyst	1	1,495.77	
	IT Specialist I	4	1,000.00	
	IT Specialist II	1	1,200.00	
	Knowledge Management Senior Analyst	1	1,160.09	
	Management Information Systems Specialist	1	2,429.33	
	Master Electrician	1	818.18	
	Motorized Courier (name changed to (Driver/Courier)	1	640.00	
	Network System Administrator	1	1,800.00	
	OSH Program Administrator	1	1,800.00	
	Paralegal	6	1,170.60	
	Plumber/Carpenter	1	617.01	
	Procurement Assistant	1	668.00	
	Property/Supply/Procurement Management Analyst I	1	723.59	
	Property/Supply/Procurement Management Analyst II	2	870.67	
	Purchasing Specialist	1	943.17	
	Risk Analyst	1	1,495.77	
	Safety and Health Officer	1	1,800.00	
	Senior Accounts Analyst	5	1,160.09	
	Senior Planning Analyst	1	1,160.09	
	Senior Programmer	1	2,429.33	
	Special Assistant to the President and CEO (added)	1	3,936.74	
	Technical Analyst	2	723.59	
	Technical Analyst II	2	826.44	
	Technical Specialist	2	1,400.00	
	Utility Worker (Bataan)	1	512.00	
	Writer/Researcher	2	920.56	
	<b>TOTAL</b>	<b>165</b>		
<b>II.</b>	<b>MINIMUM QUALIFICATIONS OF BIDDER AND REQUIREMENTS</b>			
	B. Capable of providing at least 165 personnel;			

  
**ATTY. NELIA O. OANDASAN**  
 Chairperson  
 Bids and Awards Committee

19 September 2023