



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

BID BULLETIN NO. 4
20 December 2022

Attention is hereby invited to the Bidders of **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF PROFESSIONAL & GENERAL SERVICES FOR CAAP HEAD OFFICE AND AREA CENTERS NATIONWIDE FOR THE PERIOD OF JANUARY 1, 2023 TO DECEMBER 31, 2023 (Bid No. 22-034-11).**

I. Please be informed of the following issues/clarifications:

Issues/Queries	Revisions/Clarifications
1. Basis and percentage of Cost of Living Allowance (COLA)	1. Cost of Living Allowance (COLA) at 10% is included in the computation of Janitorial Services personnel based on the previous additional premium benefits granted to Job order personnel of CAAP
2. Bid Form (CAAP-BAC-SF Annex "C" Form 2) in Pages 81-82	2. Bid Form (CAAP-BAC-SF Annex "C" Form 2) in Pages 81-82 is not absolute, it is a format for the bidders to be followed.
3. Overtime and Night differential	3. Overtime and Night Differential will billed separately provided the provisions in Terms of Reference in item 3-Obligations and Responsibilities must be included in the payment of monthly billings for the outsourced personnel deployed at CAAP and ensure that all mandated social benefits are updated.
4. Implementing Rules and Regulations for penalties and termination of contract	4. Item no. XV. Penalties for Violations CAAP shall develop guidelines in the implementation of penalties and termination of contract.
5. SSS and PHIC Premiums to be used	5. SSS premium to be used is according to the SSS Circular No. 2022-033 PHIC Premium to be used is according to the PhilHealth Circular No 2020-0005

II. This shall be an integral part of the Bidding Documents and the same shall be enclosed in the technical bid envelope/components and shall be marked accordingly.

III. Bids not complying with the above instruction shall be disqualified.

For the information and guidance of all concerned.



CAPTAIN EDGARDO G. DIAZ
Chairperson
Bids and Awards Committee

