



**Republic of the Philippines**  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**BID BULLETIN NO. : 4**  
**15 December 2022**

Attention is hereby invited to the Bidders of **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF JANITORIAL SERVICES FOR CAAP HEAD OFFICE AND AREA CENTERS NATIONWIDE FOR THE PERIOD OF JANUARY 1, 2023 TO DECEMBER 31, 2023 (Bid No. 22-035-11).**

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

<b>Issues/Queries</b>	<b>Revisions/Clarifications</b>
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 Page 72	2. Bid Form (CAAP-BAC-SF Annex "C" Form 2) in Page 72 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. Section VII, Page 40 of Qualification standards for Supervisor  <b>Education:</b> Completion of 2 years studies in college  <b>Experience:</b> <u>1 year experience</u>  <b>Training:</b> 4 hours training  <b>Eligibility:</b> <u>Career Service (Sub professional)</u>	4. Section VII, Page 40 of Qualification standards for Supervisor  <b>Education:</b> Completion of 2 years studies in college  <b>Experience:</b> <u>4 year experience</u>  <b>Training:</b> 8 hours training  <b>Eligibility:</b> <u>None Required</u>

<p>5. Page 31. Technical Parameters Technical Parameters based on GPPB Circular No. 24-2007</p> <p>Stability of the Company -Has provided <b><u>Manpower Outsourcing</u></b> services to national government with similar scope of operations of CAAP.</p> <p>6. Implementing Rules and Regulations for penalties and termination of contract</p> <p>7. Premium to be used for SSS and PHIC</p>	<p>5. Page 31. Technical Parameters Technical Parameters based on GPPB Circular No. 24-2007</p> <p>Stability of the Company -Has provided <b><u>Janitorial Services</u></b> to national government with similar scope of operations of CAAP.</p> <p>6. Item no. XV. Penalties for Violations  CAAP shall develop guidelines in the implementation of penalties and termination of contract.</p> <p>7. 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</p>
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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

