

ANNEX A: TWG RESPONSE TO QUERIES/CLARIFICATIONS

PROJECT: ONE-YEAR CONTRACT FOR HUMAN RESOURCE SERVICES FOR CLERICAL AND SPECIAL PROJECTS

A. RESPONSE TO QUERIES RAISED DURING THE PRE-BID CONFERENCE

Item	Query/Clarifications	TWG Response
1	<p>On the Approved Budget for the Contract and Bid Proposal computation</p> <p><i>Query:</i> Is the compensation based on the new wage order?</p>	<p>No. The computation for the Approved Budget for the Contract was based on DOLE-NCR Wage Order No. 21, dated 05 October 2017. The compensation will be subject to adjustment pursuant to the prevailing Wage Order upon implementation of the Contract.</p>
2	<p>On Section V Special Conditions of the Contract, Item 6.2.15</p> <p>The WINNING BIDDER shall provide appropriate office uniforms, nametags and Anti Red Tape Act (ARTA) Identification Cards to the service personnel appropriate to their positions. The type of uniforms to be used shall require the prior approval of the SSS. The cost of these shall be on the account of the WINNING BIDDER and not to be deducted from the salaries of the service personnel.</p>	

SOCIAL SECURITY SYSTEM
RECEIVED
 ERC>BOB 9:20AM
 21 FEB 2019
RECEIVED
 BIDS AND AWARDS COMMITTEE

	<p><i>Query:</i> Can the bidders use the uniforms previously approved by the SSS during the emergency procurement?</p>	<p>Yes. The uniforms provided during the emergency contract (May to December 2018) were already approved per standards of the prescribed uniforms. Hence, said uniforms may be used.</p>
3	<p>On Section V Special Conditions of the Contract, Item 6.2.5</p> <p>The WINNING BIDDER shall, at its own expense, conduct the employment screening process which shall include, among others, written examination, medical examination, and background investigation.</p> <p><i>Query:</i> Does the requirement for employees' background investigation needs to be in depth? Or does it refer to pre-employment background investigation only?</p>	<p>The background investigation pertains to pre-employment investigation. The manner of conducting the same shall be within the prerogative of the winning bidder so long as the winning bidder can assure that the personnel deployed are qualified and of reputable character.</p>
4	<p>On Section V Special Conditions of the Contract Item 6.2.B.1</p> <p>The SSS shall pay the WINNING BIDDER the amount corresponding to the billing submitted by the WINNING BIDDER to the SSS in accordance with the billing rate as annexed to the contract and the</p>	

	<p>number of service personnel assigned in SSS. The SSS shall effect payment only after the WINNING BIDDER has paid the said amount due to the service personnel for the services rendered during the period covered by the bill.</p> <p><i>Query:</i> In the event of employee transfer how will the billing be conducted?</p>	<p>Transfer of employees' assignment shall be coordinated with the winning bidder. The billings to be made by the winning bidder shall indicate the place of assignment/s of its employees covered by the billing period.</p>
--	---	---

B. OTHER CLARIFICATIONS

	Requirements	TWG/BAC Secretariat Reply
1	<p>On Section II Instructions to Bidders, Item C.12.1.a.ii</p> <p>Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.</p>	<p>Submission of supporting documents is not required anymore.</p> <p>Revised forms shall be provided to the bidders.</p>
2	<p>On Section VII Technical Specifications, Item 2.B.2</p> <p>Certification from at least one (1) client with number of deployed personnel more or less</p>	<p>From: Certification from at least one (1) client with number of deployed</p>

	<p>comparable to the required number of service personnel specified in the request of SSS, that bidders has at least a satisfactory rating in the past three years (January 2015 to December 2017)</p>	<p>personnel more or less comparable to the required number of service personnel specified in the request of SSS, that bidders has at least a satisfactory rating in the past three years (January 2015 to December 2017)</p> <p>To: Certification from at least one (1) client that bidder has at least a satisfactory rating in the past three years (2016-2018).</p> <p>This amends Section VII Technical Specifications, Item 2.B.2.</p>
3	<p>On Section V Special Conditions of the Contract, Item 6.2.3.a.1</p> <p>The WINNING BIDDER shall also provide service personnel (new hirees), as required by SSS, who possess the following minimum qualifications:</p> <ul style="list-style-type: none"> a. Clerical <ul style="list-style-type: none"> i. College graduate of four (4) year course; ii. Civil Service Professional eligible; iii. Physically and psychologically fit; iv. With good moral character and has not been convicted of a crime/offense involving moral turpitude; v. Computer literate with basic knowledge in office 	<p>From:</p> <p>The WINNING BIDDER shall also provide service personnel (new hirees), as required by SSS, who possess the following minimum qualifications:</p> <ul style="list-style-type: none"> a. Clerical <ul style="list-style-type: none"> i. College graduate of four (4) year course; ii. Civil Service Professional eligible; iii. Physically and psychologically fit; iv. With good moral character and has not been convicted of a crime/offense involving moral turpitude; v. Computer literate with basic

	<p>automation, if applicable;</p>	<p>knowledge in office automation, if applicable;</p> <p>To:</p> <p>The WINNING BIDDER shall also provide service personnel (new hires), as required by SSS, who possess the following minimum qualifications:</p> <p>b. Clerical</p> <p>i. Education</p> <p>a. For Support Service Personnel: College graduate of four (4) year course;</p> <p>b. For Special Project Personnel: Completed at least seventy-two (72) units in college OR graduate of associate/diploma course;</p> <p>ii. Eligibility</p> <p>a. For Support Service Personnel: Civil Service Professional eligible;</p> <p>b. For Special Project Personnel: Preferably Civil Service Professional eligible;</p> <p>iii. Physically and psychologically fit;</p> <p>iv. With good moral character and has not been convicted of a crime/offense involving moral turpitude;</p> <p>v. Computer literate with basic knowledge in office automation, if applicable.</p> <p>This amends Section V Special Conditions of the Contract, Item 6.2.3.a.1.</p>
--	-----------------------------------	--

<p>4</p>	<p>On Section V Special Conditions of the Contract, Item 6.2.14</p> <p>The WINNING BIDDER shall, at its own expense, conduct annual medical examination of all of its service personnel and provide a summary of medical results of all assigned service personnel to SSS through the OPSD every 15th of December. The annual medical examination shall include the following:</p> <ol style="list-style-type: none"> 1. Hematology and Serology (Blood Test) <ol style="list-style-type: none"> a. Blood and Rh Typing b. Blood Count c. HBsAg (RAPID) / Hepatitis B Screening d. Fasting Blood Sugar Test 2. Radiographic Report: Chest PA X-ray 3. Clinical Microscopy <ol style="list-style-type: none"> a. Urinalysis b. Fecalalysis 4. Drug Test <ol style="list-style-type: none"> a. Methamphetamine b. Tetrahydrocannabinol 	<p>Medical Examination shall be done prior to deployment.</p> <p>From:</p> <p>The WINNING BIDDER shall, at its own expense, conduct annual medical examination of all of its service personnel and provide a summary of medical results of all assigned service personnel to SSS through the OPSD every 15th of December. The annual medical examination shall include the following:</p> <ol style="list-style-type: none"> 1. Hematology and Serology (Blood Test) <ol style="list-style-type: none"> a. Blood and Rh Typing b. Blood Count c. HBsAg (RAPID) / Hepatitis B Screening d. Fasting Blood Sugar Test 2. Radiographic Report: Chest PA X-ray 3. Clinical Microscopy <ol style="list-style-type: none"> a. Urinalysis b. Fecalalysis 4. Drug Test <ol style="list-style-type: none"> a. Methamphetamine b. Tetrahydrocannabinol <p>To:</p> <p>The WINNING BIDDER shall, at its own expense and prior to deployment, conduct medical examination of all of its service personnel and provide a summary of medical results of all assigned</p>
----------	---	---

		<p>service personnel to SSS through the OPSD. The said medical examination shall include the following:</p> <ol style="list-style-type: none">1. Hematology and Serology (Blood Test)<ol style="list-style-type: none">a. Blood and Rh Typingb. Blood Countc. HBsAg (RAPID) / Hepatitis B Screeningd. Fasting Blood Sugar Test2. Radiographic Report: Chest PA X-ray3. Clinical Microscopy<ol style="list-style-type: none">a. Urinalysisb. Fecalalysis4. Drug Test<ol style="list-style-type: none">a. Methamphetamineb. Tetrahydrocannabinol <p>This amends Section V Special Conditions of the Contract, Item 6.2.14.</p>
--	--	--

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	OWNER'S NAME, ADDRESS AND CONTACT NUMBERS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE
PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC
WITH SUPPORTING DOCUMENTS**

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON & CONTACT NO.